

Massachusetts Future Business Leaders of America

**STATE OFFICER CANDIDATE  
GUIDE & APPLICATION  
2015 EDITION**

Dear FBLA Member,

Congratulations! You have taken the first step toward serving as a state officer of Massachusetts Future Business Leaders of America. Being a state officer is one of the most challenging and rewarding experiences you can have as a member of FBLA. It takes commitment and responsibility, but it's also a lot of fun.

Before you begin, read this guide thoroughly. Be sure to pay attention to this important information:

- The receipt deadline for applications is March 13, 2015
- Candidates must submit an application form with the required signatures AND a resume. Incomplete applications will not be accepted
- Candidates will be interviewed prior to the conference in order to be approved to run for office at the State Leadership Conference
- Campaigning and elections will occur at the State Leadership Conference, and elected candidates will meet over the summer to plan the year's activities

Running for FBLA state office is a major decision for a member who wants to become more involved with the organization at the state and/or national level. Serving at this level takes time and means added responsibility for the officer as well as their local chapter adviser. Officers must plan to attend monthly meetings and/or conferences, assume leadership roles in the State Chapter, communicate often with other officers and chapters, and provide guidance to other chapters throughout the State. In addition, the National Fall Leadership Conference and National Leadership Conference are events that officers and advisers should consider attending.

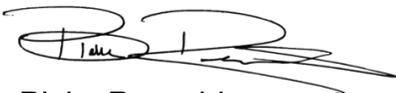
Your fellow FBLA members from across Massachusetts will vote for their choice at the State Leadership Conference. State officers will be selected based the results of the vote and, in the case of a tie or vacant office, on interview performance, experience, and their desire to grow and foster MA FBLA.

Candidates and advisers alike should be prepared to fully uphold the expectations and responsibilities of the position the student is applying for.

If you have any questions regarding the state officer application process or about the attached documentation, please do not hesitate to contact me via email at [blake@mafbla.org](mailto:blake@mafbla.org).

Thank you.

Sincerely,



Blake Reynolds  
State Chairperson

# AVAILABLE OFFICER POSITIONS

## President

- Presides over and conducts meeting according to accepted parliamentary law
- Keeps members and discussion on track
- Appoints committees and serves as an ex-officio member to each
- Coordinates chapter activities by keeping in close touch with the other officers, the membership, and the advisers
- Plans meeting programs with the assistance of other state officers as well as the State Chairperson and State Adviser
- Writes articles and updates for the state newsletter, website, and social media sites
- Makes chapter visits as directed by the State Chairperson
- Encourages participation of all members in an enthusiastic manner

## Vice President

- Assists the president in the discharge of duties; presides at meetings in the absence of the president
- Is prepared to assume the duties and responsibilities of the president should the need arise
- Writes articles and updates for the state newsletter, website, and social media sites
- Makes chapter visits as directed by the State Chairperson
- Encourages participation of all members in an enthusiastic manner

## Secretary

- Prepared to take detailed minutes at each State Board meeting, compiling in the official minutes template, and distributing to State Board members within 24 hours after each meeting
- Writes articles and updates for the state newsletter, website, and social media sites
- Makes chapter visits as directed by the State Chairperson
- Encourages participation of all members in an enthusiastic manner

# QUALIFICATIONS

1. In order to be eligible for state officer, all candidates must:
  - Have at least one full year remaining in his/her high school program
  - Have a cumulative 2.5 GPA and maintain that GPA throughout term in office
  - Be an active dues paying member during his/her term of service
  - Be endorsed by the local chapter adviser, school principal, and by his/her chapter
  - File a completed State Officer Application with the State Chairperson by the date indicated in this guide
2. Candidates seeking the office of President must have been an active dues paying member for at least one academic year prior to their term of office.

## **SUBMITTING AN APPLICATION**

A full application consists of two parts: the application form on the last page of this document and a resume. These must be submitted together to the State Chairperson, either electronically or by mail, and received by the stated deadline.

The application form must include a signature from the candidate and his/her principal, local chapter adviser, and parent/guardian. Applications missing any of these signatures will not be accepted. A resume — highlighting the candidate’s education, work, and FBLA experience along with any other relevant information such as hobbies and other extracurricular activities — must be submitted along with the application form.

If no applicants file for a specific office by the stated deadline, notice will be sent to local chapters and the application deadline for vacant offices will be extended by one week. If there are still no applicants for a specific office by the extended deadline, eligible members may apply for office after the State Leadership Conference. The State Chairperson will manage this process and appoint officers to any vacant position(s).

## **OFFICER CANDIDATE INTERVIEWS**

All applicants for elected offices will complete an interview with the officer screening committee, consisting of members of the state officer team and state staff. Interviews will via conference call or video chat prior to the State Leadership Conference.

If desired, candidates may invite their local adviser and their campaign manager to call in and listen to, but not participate in, the officer candidate interview.

If a current state officer is running for state office again, he or she will not participate as part of the screening committee.

Only candidates who are certified by the officer screening committee become official candidates and are eligible to run for elected office. Candidates may be disqualified from running for office for any reason at the discretion of the committee.

## **CAMPAIGNING**

Official campaigning begins with candidate speeches as part of the general session at the State Leadership Conference, and continues until the beginning of the voting session. With the exception of speeches, all campaigning must take place in the designated campaign area.

Campaigning is strictly prohibited at any other time and location. Materials may not be placed on chairs or tables, and signs may not be displayed except for in the designated campaign area.

# CAMPAIGN SPEECHES

Candidates for state office will deliver their speeches during the campaign rally portion of the general session at the State Leadership Conference. The following rules apply:

- All campaign speeches are limited to a total of three minutes. The time is monitored and strictly enforced.
- No audio-visual equipment may be used during campaign speeches.
- Business attire must be worn.
- Only the state officer candidate and campaign manager may participate in the campaign speech (i.e., no introductions, skits, or props).

# CAMPAIGN LITERATURE, MATERIALS, AND CAMPAIGN BOOTHS

State officer candidates, their adviser(s), and their campaign staff should set up their booth during conference on-site registration. The campaign area will be open for setup at the same time as conference on-site registration, and will close at the start of the general session. State officer candidates may dismantle their booths during breaks or after the conference.

Any materials that are deemed inappropriate by the State Chairperson must be removed.

Candidates should remember that the campaign booths are located in the same space as commercial (paying) exhibitors. As you plan your campaign area, please remember to be courteous to the other exhibitors and do not plan activities in the campaign area that would be disruptive to their ability to conduct their business.

Candidates will be assigned to an area for their campaign booths. Tables will be provided. Candidates and campaign staff may only campaign in their own assigned booth area. Any campaigning outside of this area is prohibited.

All candidates and campaign staff in the campaign area must be dressed in business attire. Candidates and campaign staff are not allowed to wear costumes, aprons, t-shirts, polo shirts, hats, etc. in the campaign booth area, campaign area, or conference sessions (workshops, meetings, general sessions, etc.).

# VOTING

State officer elections will take place during the voting session at the conference. Each chapter present for the voting session is allowed a maximum of two voting delegates.

A majority of votes (more than 50% of votes cast) is required for election. If no candidate receives a majority vote on the first ballot, a second ballot will be issued for that office with only the top two candidates from the first ballot. In the event of a tie, recommendations from the screening committee candidate interview will be used to determine the winner.

## **ELECTION RESULTS**

Election results will be announced during the closing session.

## **STATE OFFICER TRAINING**

State officer training is required of all newly elected state officers. There are no exceptions to this requirement.

The training will occur over the summer and officers are expected to develop the state Program of Work before school resumes in the fall. A date will be determined following the State Leadership Conference to accommodate schedules.

## **CAMPAIGN POLICIES AND PROCEDURES FOR CANDIDATES**

State officer candidates are prohibited from contacting members from other chapters regarding their candidacy prior to the State Leadership Conference. This includes, but is not limited to, posting their intent to run for state office on web pages, including websites, on state and national message boards, Facebook, Twitter, other social media sources, in email messages, or in print. Candidates cannot create a campaign website or electronic campaign application (such as apps for smartphones, iPads, etc.) unless these sites are accessed exclusively at their campaign booth.

Current state and national officers cannot endorse or support the campaign for any candidate, including serving as a campaign manager.

## **COMPETITIVE EVENTS**

State officers may compete, as would any other member, in competitive events (individual, team, or chapter) at the State Leadership Conference.

## **TERM OF OFFICE**

The term of office for state officers begins at the conclusion of the State Leadership Conference at which they were elected, and ends at the conclusion of the following State Leadership Conference. If an officer is not continuing to serve the following year, at the discretion of the State Chairperson, they may be asked to assist with transitioning projects to the new officer team in an ex-officio capacity for the remainder of the school year.

## **COMPLIANCE NOTICE**

Failure to comply with any of these guidelines may result in disqualification.

# **FREQUENTLY ASKED QUESTIONS**

## **How much work should I be expecting?**

Your workload will vary throughout the year and is largely dependent on each month's activities. Plan to dedicate at least 2-3 hours per week toward FBLA responsibilities.

## **How much money is it going to cost me if elected?**

Massachusetts FBLA covers several expenses for state officers, including a nametag and matching ties/scarves as part of the officer uniforms and some costs associated with official state functions. National events remain the responsibility of each individual officer. Financial requirements are minimal and should never be a reason to pass up the amazing opportunity to serve as a state officer.

## **What is the best part of the job?**

The best part of being a state officer is meeting new people and constantly challenging yourself. You will encounter a lot of challenges as you go through this process, but they are all fantastic growth opportunities. Stepping out of your comfort zone and meeting new people is always scary at first, but you may discover that you are great at it!

## **What should I expect from the experience?**

Expect to work hard and gain valuable leadership skills every day that you are an officer. The workload is completely manageable as long as you learn to balance FBLA with other aspects of your life. You will face challenges, but you will overcome them through hard work and persistence. Don't be afraid to ask questions!

## **How much traveling is involved?**

Multiple times throughout the year, the state officers will be traveling throughout Massachusetts and may have the opportunity to attend other events outside the state. In addition to the state officer meetings and conferences, you may be visiting chapters in your area.

## **Who do I contact when I have questions?**

Feel free to reach out to any current or past state officers or the Massachusetts FBLA State Chairperson, Blake Reynolds, at [blake@mafbla.org](mailto:blake@mafbla.org). We're happy to answer questions so that you can be successful!

# STATE OFFICER CANDIDATE AGREEMENT

Serving as a Massachusetts FBLA state officer requires a commitment on the part of all parties concerned. In order to make that commitment, each party must understand their responsibility. By signing the candidate application, all parties agree to the responsibilities and qualifications outlined in this candidate guide.

## **If elected, the candidate agrees to:**

- Perform to the best of his/her ability the duties of the elected office per the Chapter Management Handbook and the State Officer Candidate Guide.
- Participate in all activities scheduled by the Massachusetts FBLA State Board.  
**Note: State Leadership Conference takes precedence over prom, athletics, and other activities. If you decide to attend an activity that conflicts with the State Leadership Conference, you will not participate at the State Leadership Conference or be eligible to compete in any events.**
- Attend monthly State Board meetings. These meetings may be held online or in person. Missing more than three (3) meetings in the course of the school year will be grounds for impeachment at the discretion of the State Chairperson.
- Make at least three (3) different local chapter visits prior to January 31<sup>st</sup> of the school year. Failure to do so will be grounds for impeachment at the discretion of the State Chairperson.

## **The candidate's parents and employer agree to:**

- Permit the candidate to participate in all scheduled Massachusetts state and local chapter activities.
- Encourage the candidate to take full benefit of the leadership development experience.

## **The candidate's adviser and school principal agree to:**

- Recommend for state office only those candidates who are qualified.
- Perform to the best of his/her ability the duties of the adviser per the Chapter Management Handbook.
- Ensure the candidate's attendance at all Massachusetts state and their local chapter activities.
- Allow the candidate excused absences for all Massachusetts FBLA activities.

# STATE OFFICER CANDIDATE APPLICATION

To run for a state office, submit a resume and the application form on this page (complete with *all* necessary signatures) to the State Chairperson.

**Your application must be received on or by March 13, 2015.**

Send via email to [blake@mafbla.org](mailto:blake@mafbla.org) with the subject line "State Officer Application" or mail to The Brattle Group, ATTN: Blake Reynolds, 44 Brattle St, Cambridge, MA 02138

Full Name: \_\_\_\_\_

School Name: \_\_\_\_\_

Year in School: \_\_\_\_\_

Home Telephone: \_( \_\_\_\_\_ ) \_\_\_\_\_

Cell Telephone: \_( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Parent(s)/Guardian(s) Name(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

*Street*

*City*

*Zip Code*

Seeking the office of:     President     Vice President     Secretary

**By signing below, I acknowledge that I have read and understand this document and the requirements for serving as a Massachusetts FBLA state officer.**

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_