

ROLE OF THE ADVISER

The success of FBLA-PBL rests on the shoulders of student members. However, without the guidance of the local chapter adviser(s), no success would be possible. The adviser is instrumental in organizing and stimulating chapter development. They gain the support of the school administration and community. The local chapter adviser should:

- Be knowledgeable about the history, bylaws, and programs of the national organization for active operation of the local chapter.
- Direct, chaperone, and coordinate supervision of chapter activities.
- Organize the selection process for chapter officers and provide officer training.
- Encourage civic responsibility.
- Assist in the maintenance of necessary chapter records.

- Establish rules and guidelines that will help students lead themselves while remaining consistent with school policies and state and national bylaws.
- Hold regular chapter meetings and see that they are conducted in a business-like manner.
- Assist members and officers in developing an annual program of work, which includes a budget, calendar, and committee assignments.
- Assist members in planning, collecting, preparing, and arranging materials to promote the chapter and its activities.
- Ensure school administration, faculty, students, and the public are informed of chapter activities and outstanding student achievements.
- Be knowledgeable of the guidelines for district/regional, state, and national competitive events and activities and coordinate participation at all levels.
- Oversee financial development projects and supervise the receipt, recording, depositing, and expenditure of chapter funds.

ADVISER RESOURCES

The "Adviser Area" of the FBLA-PBL Web site (www.fbla-pbl.org) is a wonderful resource and includes:

- Stock Market Game Information
- Interactive Membership Madness and Mania forms
- Copies of the Adviser Blasts from the National Center
- Electronic Chapter Management Handbook
- Curriculum Integration Ideas and Lesson Plans
- Local Chapter Ideas and Project Samples
- Membership, Scholarship, and Grant Information and Award Winners
- Tips for Preparing for Competitive Events
- Publications

ROLE OF AN OFFICER

Well-qualified and dependable officers are crucial to the growth of any FBLA chapter. Effective leaders will:

- Provide an environment where all members will grow professionally.
- Keep members informed about all activities of the organization.
- Include all members in a dynamic program of work and welcome suggestions from members.
- Conduct the business of the chapter in proper parliamentary procedure and maintain complete, current records, and minutes.
- Encourage individual and chapter participation in district/regional, state, and national conferences.