**Chapter Officer Titles and Responsibilities**

President

* Act as a liaison between FBLA and other groups within and outside our High School
* Coordinate officer activities and assign officer tasks/duties
* Lead chapter executive board and local chapter meetings
* Oversee all chapter operations
* Participate in all local chapter committees
* Organize Peak Awards

Vice President of Programs

* Manage state and national programs (competitive events, conferences, etc.)
* Garner interest in participating in competitive events and conferences
* Manage local chapter meetings, including guest speakers and activities, in coordination with the President
* Provide recommendations for guest speakers, meeting activities, and logistical planning for chapter events
* Perform all other tasks as assigned by the President

Vice President of Membership

* Oversee recruitment of members
* Manage local chapter interest meetings
* Coordinate Business Department course selection and recruitment
* Coordinate dues collection with adviser and add members to the national database
* Ensure that membership numbers are increasing and goals are being met
* Perform all other tasks as assigned by the President

Secretary

* Take effective minutes at officer meetings and at general chapter meetings
* Organize an accurate membership list including names, contact information, etc.
* Lead preparation of the local chapter Program of Work
* Perform all other tasks as assigned by the President

Treasurer

* Oversee chapter finances
* Oversee and assist with other various fundraising efforts
* Take minutes at each executive board and general membership meeting
* Keep accurate chapter records
* Perform all other tasks as assigned by the President

Historian/Reporter

* Oversee chapter communications (Remind, Google Classroom, etc.)
* Act as spokesperson for chapter communications with outside entities
* Promote local chapter activities
* Responsible for promoting the chapter using various school promotion services
* Submit articles to state and national publications
* Update chapter social media
* Take photos at conferences and special events
* Perform all other tasks as assigned by the President