**FBLA Officer Team Expectations**

As an FBLA Officer at this Middle School, you are held to a higher expectation than any other student in this building. I believe that you should set an example for others in speech, attitude, leadership, and service. You should be the first to offer a helping hand, show respect, and lead others to do the same. With that belief in mind, please know that you are in this position for a reason. You have been selected to be an officer this year because we believe in you and know that you have the potential for greatness! Therefore, the following expectations should be adhered to:

* Pay your FBLA membership dues
* Arrive on time to all officer meetings ready to work on activities that will help our chapter
* Take responsibility for your assigned tasks and see them to completion
* Show respect to ALL adults at ALL times
* Arrive 15 minutes early to chapter meetings in order to set up for the meeting
* Perform your assigned chapter meeting duty with enthusiasm:
	+ Checking people in at the door
	+ Serving juice or doughnuts
	+ Handing out papers for that meeting
	+ Greeting people
	+ Crowd control
	+ Speaking Parts
* Clean up after chapter meetings and any other FBLA function you attend
* Be an example for other members during the meeting and DO NOT TALK while others are presenting so that everyone can hear
* If you are speaking, project your voice and make sure that ALL members are listening to you when you are speaking. If they are not, pause and wait for silence before continuing.
* Remember: If you are not excited about something that we are doing, they will not be excited about it either. ENTHUSIASM IS CONTAGIOUS!!
* Participate in as many FBLA events as you can! We understand if you have sports or other commitments but please help us to schedule events when you are available. This is YOUR organization so we want you to be able to participate in everything possible!
* Encourage greatness! Invite your friends to become members, participate in activities, compete, and go on field trips!
* Do not let money be a factor for you not participating in something. Let one of us (advisers) know if you have a situation where you cannot pay for something and we will help you out.
* Do not let a ride situation be a factor for you not participating in something. Become friends with other people in FBLA so that you can “hitch a ride” to an event if you need to!