

**Nevada Future Business Leaders of America
Proposed State Officer Positions & Duties
Beginning with elections at the 2010 State Business Leadership Conference
Beginning roles with the 2010-2011 State Officer Team**

President (Elected):

- Serves as the leader of the State Officer Team
- Prepares monthly updates for the Board of Trustees
- Serves on the Board of Trustees as the Student Representative
- Leads the Presidents' Council
- Lead Monthly Conference Calls in conjunction with Officer Coach
- Attends Board of Trustees Meetings and presents State Officer Update
- Must attend the National Leadership Conference immediately following election

Executive Vice President (Elected):

- Is the Nevada Candidate for National office
- Participates as a member of the state officer team and assists with projects as needed

Northern Region Vice President (Elected):

- Represents the Northern Region at all state sponsored events
- Leads Northern Region Meetings at all state sponsored events
- Coordinates Chapter Visits within the Northern Region
- In cooperation with local adviser, arranges Northern Region Skills Conference

Southern Region Vice President (Elected):

- Represents the Southern Region at all state sponsored events
- Leads Southern Region Meetings at all state sponsored events
- Coordinates Chapter Visits within the Southern Region
- In cooperation with local adviser, arranges Southern Region Skills Conference

Eastern Region Vice President (Elected):

- Represents the Eastern Region at all state sponsored events
- Leads Eastern Region Meetings at all state sponsored events
- Coordinates Chapter Visits within the Eastern Region
- In cooperation with local adviser, arranges Eastern Region Skills Conference

Vice President of Media (Application, Materials, and Interview Process):

- Must have personal and/or school resources that provide access to a digital camera, digital video camera, and video editing software and hardware that can be taken to state chapter events
- Must attend the National Leadership Conference, the National Fall Leadership Conference, and at least two Fall Leadership Extravaganzas (the state association covers costs for the Fall Leadership Extravaganzas)

- Creates the Code of Conduct Video for State Business Leadership Conference
- Responsible for all pictures for the Newsletter, State Chapter Annual Report, and website

Vice President of Service (Application, Materials, and Interview Process):

- Responsible for outreach, goal setting, and strategic development with local chapters for charitable contributions
- Arranges charitable activities at the State Business Leadership Conference
- Coordinates partner workshops at all state sponsored events

Vice President of Public Relations (Application, Materials, and Interview Process):

- Must have desktop publishing software resources at home and school (i.e. Microsoft Publisher)
- Editor of 4-6 editions of the "Silver Notes" State Newsletter
- Editor of the State Chapter Annual Business Report by March 1

Vice President of Membership (Elected):

- Responsible for all aspects of Membership Recruitment
- Updates State Officer Team on current membership status weekly
- Manages Active Chapter Status

The following responsibilities will be assigned to a member of the State Officer Team:

- Secretary: minutes
- Treasurer: acts as the leader for the investment challenge
- Parliamentarian: acts as the consultant on Parliamentary Procedure

Application, Materials, and Interview Process:

- The Vice President of Public Relations, Vice President of Service, and the Vice President of Media will both be selected by the State Chair, a member of the State Management Team, and a member of the current State Officer Team.
- Applications for these two offices will be due with candidate materials by the published deadlines.
- With applications, applicants must submit samples of previous work
- At the State Business Leadership Conference, the selection team will interview all candidates. The selected candidate will be announced when election results for elected positions are announced.

Additional Requirements for all state officers:

- 2.5 Cumulative GPA, and must maintain through term in office
- Must attend all state officer meetings
- Must have internet/email access at home and at school
- Mobile Communication with Text Messaging