

RESPONSIBILITIES OF ADVISERS OF STATE OFFICERS

Selection of a state officer candidate is a major responsibility of the local chapter adviser. He/she will serve as that officer's adviser during the officer's term. The adviser should carefully consider whether the student possesses the leadership qualities and skills necessary for serving the organization as an officer. Characteristics needed to be a successful state officer include being outgoing, poised, energetic, organized, and enthusiastic.

A thorough understanding of the organization's purposes, goals, and program of work enables the student to bring valuable insight to the office. To help gain this insight, the state officer candidate must have attended Nebraska's Fall Leadership Conference. Although not a strict prerequisite, it is strongly recommended that a state officer candidate have served as a local chapter officer. At a minimum, the officer candidate should have been involved in many aspects of the local chapter's activities. The adviser should discuss with the student the opportunities and responsibilities that are a part of serving as a state officer and the commitments that must be made to ensure a successful venture.

The adviser must be prepared to accept the added responsibilities and obligations associated with having a state officer. The adviser must be prepared to accompany and/or organize transportation for the officer to meetings and conferences that require the officer's attendance and/or participation. If the officer's adviser is unable to accompany the officer on a trip, appropriate travel arrangements must be made.

Often the adviser's assistance is solicited for special committee responsibilities and projects to strengthen the FBLA Program of Work. The adviser must be prepared to accept more responsibility for carrying out the program of work for the state association than is normally expected of other local advisers.

The officer candidate must receive the support of his/her entire local chapter membership. Occasionally, tasks and committee assignments accepted by the officer will require assistance from members of the local chapter. These responsibilities will provide valuable educational experiences and recognition for the officer and fellow chapter members.

Local advisers of state officers receive copies of all other correspondence from the State Adviser. Local advisers must proofread and approve all state officer correspondence before it is mailed. Local advisers must be willing to communicate regularly with the State Adviser regarding the state officer's duties and responsibilities.

Time should be set aside for the adviser, officer candidate, parents, and school administration to discuss the responsibilities and obligations of serving as an FBLA state officer. The purposes, goals, program of work, and how FBLA fits into the instructional program should be discussed.

Activities of the local, state, and national levels should be explained. Everyone should be made aware of the amount of time that will be devoted during the term in office. The parents, adviser, officer candidate, and school should be familiar with the expenses that will be reimbursed from the state treasury and those that potentially would require financial assistance from other sources.

An FBLA officer must have the support and encouragement of his/her adviser, local chapter, parents, and school to provide the reinforcement necessary for the officer to achieve success during his/her term in office.