

# **Business Professionals of America Wisconsin Association**

## **STATE OFFICER RESPONSIBILITIES**

Appendix B



## **ARTICLE I – AMENDMENTS**

Section 1. The State Officer Responsibilities Appendix may be amended at any Executive Board meeting by a two-thirds (2/3) vote.

Section 2. Amendments to this appendix must be made one month prior to a State Officer Election and applies to all positions elected thereafter.

## **GENERAL DUTIES OF ALL STATE OFFICERS**

1. Attend all Executive Board, Officer Team (via. Skype), and State meetings, unless receiving prior approval from the State Director.
2. Attend all State Association conferences including the Fall Leadership Conference and the State Leadership Conference, unless receiving prior approval from the State Director.
3. Attend Summer and Winter Boards, unless receiving prior approval from the State Director.
4. Work cooperatively with all Executive Board members to establish goals and objectives for the year
5. Be available as necessary to promote the general welfare of the Wisconsin Association and its members.
6. Strive to increase his/her knowledge of correct parliamentary procedure.
7. Be willing to perform or assist in the performance of any other duties which may be requested by members, Advisors, the Administrative Team, or the State Director.
8. Post to Wisconsin BPA Social Media as directed.
9. Work with the Executive Board to plan the Fall Leadership Conference.
10. Work with Hosting Chapter, Executive Board, and WI Alumni to plan the State Leadership Conferences.

## **EXPECTATIONS OF ALL STATE OFFICERS**

1. Conduct himself/herself in a professional manner while an acting officer at conferences, at school, and on all social media.
2. Will arrive promptly and in the appropriate attire to all WI BPA functions.
3. Will complete all duties in a timely matter.
4. Will communicate with the State Director promptly in regards to any life changes, school/workloads, or health concerns that may affect his/her ability to perform any or all of his/her duties and expectations, whether they be temporary or permanent.
5. Will strive to obtain his/her Ambassador Torch Award.
6. Will take the State & National (if attending) Merit Scholar test.
7. Will CC the State Director in all BPA Wisconsin E-mail Correspondence.
8. Will reply to all e-mail correspondence within 48 hours of receiving.

## **SPECIFIC DUTIES OF EACH STATE OFFICER**

### **President**

The duties of the President are as follows but not limited to:

- Presiding over all meetings of the organization
- Shall appoint committees and serve as an ex-officio member of each committee
- Work with Secretary to prepare agendas for meetings (tentative agendas should be e-mailed out at least three days before the meeting for members to review)
- Follow up with fellow officers on tasks to be completed
- Serve as a liaison between the Officer Team and WI BPA Alumni
- Work with the State Director on the completion of the Wisconsin Business Professionals of America Long Range Plan
- Write/create a minimum of one articles/flyer for each issue of The Wisconsin Pages regarding the Merit Scholar, Mike Tokheim Award, etc.
- If attending the National Leadership Conference, carry the Wisconsin flag in the Parade of Presidents
- Complete or delegate all duties of vacant officer positions
- And all other duties as assigned

### **Vice President**

The duties of the Vice President are as follows but not limited to:

- Assuming the duties of the president in his/her absence or upon the request of the president and to assist the president in other ways as appropriate
- Promoting the Torch Award Program
- Proofreading and correcting all Wisconsin Member's Torch Award Resumes Submitted for Executive, Diplomat, and Statesman
- Promoting and officiating over the Wisconsin BPA Cares Program
- Promoting and officiating over the BPA Cares Program and Professional Cup competition
- Write/create a minimum of one article/flyer for each issue The Wisconsin Pages regarding the Torch Awards Program, BPA Cares Program, and/or the Professional Cup
- Shall complete the Torch Corner List for each issue of *The Wisconsin Pages*
- Shall present WSAP Awards during the State Leadership Conference Awards Banquet during which they served
- And all other duties as assigned

## **Secretary**

The duties of the Secretary are as follows but not limited to:

- Work with president to prepare agendas for meetings (tentative agendas should be e-mailed out at least three days before the meeting for members to review)
- Recording minutes for all Officer Team and Executive Board meetings; these minutes should be completed and e-mailed to all members with one week of the meeting
- Create and distribute agendas, in a timely manner, for the FLC (BPA Meeting Time), SLC (First Session & Awards Banquet), & NLC (WI Caucus)
- Maintaining correspondence as necessary for the Officer Team including but not limited to: maintaining the Officer Team and Executive Board contact list, and distributing minutes for review
- Assist the Communications Officer in the completion of *The Wisconsin Pages* by writing articles as needed
- If the Communications Officer is unable or is vacant, it shall be the responsibility of the Secretary to complete *The Wisconsin Pages*
- And all other duties as assigned

## **Parliamentarian**

The duties of the Parliamentarian are as follows but not limited to:

- Seeing that all meetings are run smoothly according to proper parliamentary procedures.
- Study to improve their knowledge of parliamentary procedures
- Being responsible for running all state officer elections (including chairing the voting delegates' meeting, preparing ballots, and recording votes received)
- Run, promote, and organize the Wisconsin State Pin Contest
- Organize the selling of State Pins
- Write/create a minimum of one article/flyer for each issue of *The Wisconsin Pages* regarding the State Pin Contest, State Pin Sales, or parliamentary procedures
- And all other duties as assigned

## **Communications Officer**

The duties of the Communications Officer are as follows but not limited to:

- Organizing and publishing a minimum of four issues of the state newsletter, *The Wisconsin Pages*, with the assistance of the other officers
- Write/create a minimum of one article/flyer for each issue of *The Wisconsin Pages* regarding any relevant WI BPA topic, activity, or issue
- Creating publications for WI BPA
- And all other duties as assigned

## Marketing Officer

The duties of the Marketing Officer are as follows but not limited to:

- Promoting the organization as the Executive Board and Officer Team deems appropriate.
- Working as liaison between the Officer Team and Digital Media Specialist to maintain the state association's web site
- Proofreading and reviewing the state web site monthly for errors and updates; these updates should be e-mailed to the Digital Media Specialist
- Write/create a minimum of one article/flyer for each issue of *The Wisconsin Pages* regarding surveys, the Web site, social media, etc.
- Create post-conference and WI BPA activities surveys for distribution; preliminary surveys should be completed one week before each conference/activity and should be available within one week after the event
- And all other duties as assigned

Officer Positions Back Up Plan!			
President	Vice President	President (may delegate)	State Director
Vice President	Marketing Officer	President (may delegate)	Digital Media Specialist
Secretary	Parliamentarian	President (may delegate)	Leadership Specialist
Parliamentarian	Secretary	President (may delegate)	Member Support Specialist
Communications Officer	Secretary	President (may delegate)	Member Support Specialist
Marketing Officer	Communications Officer	President (may delegate)	Digital Media Specialist