

FBLA State Staff Job Descriptions

State Adviser

- Serve on Board of Directors
- Plan and hold State Committee Workday in the summer
- Plan and hold Adviser workday in the summer
- Creates yearly calendar for Iowa FBLA
- Meets with Financial Coordinator to review yearly budget for Board of Directors
- Complete Perkins grant application and submit all claims with documentation
- Revise parent/Guardian Consent and Medical Form
- Complete national forms for NFLC hotel room block
- Coordinate hotel and side trip for NFLC
- Update Iowa State Chapter Handbook
- Communicate all document updates/revisions to advisers
- Send all updates to webmaster for posting on site
- Organize monthly state committee zoom calls
- Organize exhibit booth items for conferences (IBEA IACTE)
- Email prospective chapter advisers
- Email chapter advisers regularly with updates
- Assist SFLC conference coordinator and work conference
- Attend Program Management Meeting for Dept of Ed (3 times yearly)
- Attend FBLA State Leader Summit
- Create agenda for Adviser Meeting at SLC
- Purchase gifts for state committee for SLC VIP Dinner
- Plan VIP dinner program
- Assist in headquarters at SLC
- Bring Adviser of Year, Retiree gifts for SLC
- Order judges and conference worker gifts for SLC
- Secure all national qualifiers for NLC and register them for events
- Submit all pre-judged materials for NLC
- Complete national forms for NLC hotel room block
- Plan side trips for NLC
- Attend NLC and work assigned event – 2 days
- Obtain all Year-end Reports from State Staff for Perkins grant

State Financial Coordinator

- Create yearly budget in coordination with State Adviser
- Create budgets for each conference in coordination with responsible staff
- Maintain PayPal account for sponsorship/chapter payments
- Record State dues deposited through ACH from the national office to DMACC
- Deposits all money collected for State and National Conferences.
- Record all payments in Blue Panda for the appropriate event.
- Process all bills associated with State and National Conferences.
- Deposits all money received from the State Sponsorships
- Record all payments in Bloomerang for sponsorships.

- Assist Sponsorship Coordinator with sponsorship information in Bloomerang.
- Process all scholarship recipient payments
- Coordinate all trophy/plaque purchases throughout the year
- Prepare monthly financial reports and share with Board of Directors and state staff
- Prepare financial reports for each conference.
- Assist in headquarters for SLC
- Prepare invoices and process refunds for conferences
- Keep insurances up to date
- Prepare report for financial Statistic Report
- Coordinate Blue Panda registrations for national conferences as needed
- Work with state adviser to coordinate travel and hotel accommodations for national conferences
- Participate in monthly state staff meeting zoom calls

State Fall Leadership Conference Coordinator

- Plans the State Fall Leadership Conference which includes workshops, an advisers' meeting, recreation for the members, and business tours.
- Meet with the hotel conference coordinator for room assignments, meal choices, etc.
- Line up keynote speaker for opening session and workshop presenters
- Plan workshops (some with the state officers)
- Plan evening activities
- Organize registration, hotel and shirt orders with Blue Panda,
- Work the registration desk at SFLC
- Organize business tours for Monday morning and assign to schools
- Participate in monthly state staff meeting zoom calls

State Conference Coordinator

- Regional Leadership Conference
 - Create/Update RLC Guidelines and information for Host chapters
 - Certificates to Grant Wood to Print
 - Set up Blue Panda for RLC registrations
 - Send communications to Advisers about RLC
 - Create Judge and Facilitator Sign ups
 - Prepare Facilitator Directions per event
 - Prepare Name Badges
 - Create Registration Packets
 - Prepare Event Info for Judges send to Jodi to update Webpage
- State Leadership Conference
 - Update SLC state registration documents
 - Update Blue Panda registration
 - Revise Wufoo registration documents

- Send mailings to advisers for updates on SLC
- Work with hotel on BEO, Menus, and Room Reservations
- Revise/Update for Esess for state events
- Prepare documents to send to Grant Wood for printing
- Update Event Report form for print
- Update Coordinator Instructions
 - Build/update the Signup.com Facilitators form
 - Send email to past volunteer/facilitator form to FBLA and State Officers alumni
 - Send reminders on sign up
 - Coordinate lodging for volunteers that are working for more than one day
 - Create Event Count document and build schedules (Update Event times if needed)
 - Register Iowa State Committee and helpers
 - Prepare Hotel Reservations
 - Check Events for past national competitors and winners
 - Send advisers Invoices
 - Order Name badges, paper, and ribbons
 - Reserve Photo Booth
 - Organize march of Dimes Sat event
 - Set up and Man conference headquarters during SLC
 - Contact American Legion for Presentation of Flags at Opening Session.
 - Send letter to Cedar Rapids Media one week prior to conference.
 - Print Event Schedules for each event
 - Prepare chapter take home-packets

State Officer Training Coordinator

- Coordinates all activities of State Officers
- Develops and distributes State Officer Candidate Tests
- Tabulates results of State Officer Candidate Tests and notifies local chapter advisers of results
- Distributes State Officer Candidate Campaign guidelines
- Participates in State Officer training with all CTSOs
- Plans state officer training with Program of Work
- Coordinates monthly conference calls with state officers
- Participate in monthly state staff meeting zoom calls

Sponsorship Awards Coordinator

- Presented workshop at SFLC about how to gain sponsorships
- Revises and sends out the State Awards/Business Contributions packet to all local chapters.
- Receives State Sponsorship/Business Contributions money from local chapters and assigns sponsors events for awards at State Leadership Conference
- Help behind stage organizing donors who handed out awards
- Coordinate with financial coordinator to order awards for State Leadership Conference

- Organized t-shirt sales for state conferences
- Participate in monthly state staff meeting zoom calls

State Conference Judges Coordinator

- Contact businesspeople to volunteer as judges
- Email communications with judges for upcoming events
- Prepare rating sheets and materials need for all events and give to judges
- Send pre-judged materials to judges for judging before conference
- Run judges room during SLC and do check-in for all judges
- Make sure prep room are ready with correct equipment
- Send thank you notes to judges
- Participate in monthly state staff meeting zoom calls