



District Leadership Council Overview

Positions

Executive Assistant	<ul style="list-style-type: none"> ● Prepare and assist the district vice president with the district council meeting agendas and take minutes during meetings. ● Assist with the district conference, including planning activities, and handing out awards at the conference. ● Support local chapters including reaching out to chapter presidents within the district.
Membership Director	<ul style="list-style-type: none"> ● Promote FBLA programs (Business Achievement Awards, Champion Chapter, and FBLAOPOLY) within your district. ● Assist the district vice president with recruitment, including new chapters and increasing membership within existing chapters. ● Assist with the district conference, including planning activities, and handing out awards at the conference.
District Ambassador	<ul style="list-style-type: none"> ● Use social media to stay in touch with local chapters and state officers. ● Serve as the official photographer of the district conference. (Photos can be taken on a smartphone/device). ● Assists with developing networking events between chapters in the district. ● Assist with the district conference, including planning activities, and handing out awards at the conference.

*Each District Council this year has 1 person per position (i.e. 1 Executive Assistant, 1 Membership Director, and 1 District Ambassador.)



District Council Expectations

The following outlines the roles and responsibilities that you have as a District Council member:

- Attendance
 - If selected to a District Council, you are expected to attend all meetings.
 - Meetings are set by the District Vice President and the council to accommodate for all team member availability.
 - ***Failure to attend council meetings may result in your removal from the District Council.***
- Communication
 - Council members are expected to remain in communication with their District Vice President.
 - Council members should inform their Vice President if they are unable to attend a meeting, fulfill an obligation or complete a project, as well as share updates and bring ideas to the team.
- District Leadership Conference
 - Council members will assist in the planning and execution of their respective District Leadership Conference.
 - Preparation items include: General Sessions, workshops, networking activities, and promotion of the event.
 - Council members will assist on site at the conference
 - Conference items include: speaking at General Sessions, leading and assisting with workshops, hosting networking events, providing additional help to conference team, and distributing awards at the Closing Session.

Code of Conduct

- Members of the District Councils are to represent Iowa FBLA in a positive and respectful manner, serving as ambassadors of the organization.
- Failure to meet the above outlined expectations may result in the removal of a council member from their role.
- Council members along with their advisers will be notified via email if removal occurs, along with a description outlining the nature of the removal.