

# **First Meeting**

## **Officer Assignments and Topics**

### **President—General Club Information**

- ✓ Welcome everyone and thank them for coming and introduce yourself (your name, grade how long you've been a member). Remind them that by coming to this meeting they have not yet joined the club. The purpose of today's meeting is merely for information so they can decide if they would like to join or not. Please ask that they NEATLY print their name/grade on the sign in sheet clipboard when it comes around.
- ✓ FBLA stands for Future Business Leaders of America. However, you don't have to be planning to be a business leader in order to be a member. The club is open to everyone at CV. Being an FBLA member is respected on college applications and impressive on job resumes. In fact there is even a college level of FBLA called Phi Beta Lamda.
- ✓ Introduce the officers—each officer should them say them grade and how long they have been a member of the club
  - President—
  - Vice President—
  - Secretary--
  - Treasurers—
  - Historians—
  - Reporters—
- ✓ Before the informational video:
  - Explain that our club won't do all of the things shown in the video as our limited time for club meetings wont allow that. Some of the areas we will be doing involve: competitions, fundraising, service, Free Enterprise Week etc
- ✓ Show video

### **Vice President and Secretary—Competition**

- ✓ One of the biggest and most fun events the club does
- ✓ Explain the levels of competition—Regional (local schools) and States (kids from all over the state)
- ✓ Regional will be held in December or January. Students select a topic that they think they are talented in and take a test to compete against students from other schools
- ✓ Qualifiers from the regional advance to state competitions for 3 days overnight in Hershey.
- ✓ Ask if anyone attended states previously—let them share their experience
- ✓ Give some examples of the areas to compete in

### **Historians—State Leadership Workshop at Penn State**

- ✓ Tell them about the trip that you will be going on
- ✓ Give examples of the workshops that might be available
- ✓ Show slide shows of photos
- ✓ This trip is for officers each year

### **Reporters & President—Regional Leadership Workshop**

- ✓ Our first full club field trip of the year
- ✓ Will probably be sometime in November
- ✓ Students from schools around Lancaster County will attend
- ✓ Various workshops on job interviewing, success skills, leadership, college preparation, etc will be available to attend.
- ✓ Lunch will be provided at the trip
- ✓ More information about the possibility of attending this trip will be provided at our next club meeting. Only club members are permitted to attend FBLA field trips.
- ✓ Space on the trip is limited—seats will be given on a first come first serve basis.

### **Treasurers—Dues**

- ✓ Explain why dues are necessary—because the club is a state and national organization
- ✓ A portion of their payment goes to the state and a portion to the national organization and a small portion to the local organization

- ✓ Dues are \$15 this year
- ✓ \$15 is a small price to pay to invest in yourself and your future
- ✓ They must fill out and return the half sheet membership form with their payment
- ✓ Explain that their payment must be returned along with the filled out sheet for our records
- ✓ Give them the deadline dates for each grade to pay their dues. If they have a calendar, please ask them to record this date.

**Advisors—membership requirements**

- ✓ Membership requirements will be paying dues and participation in fundraisers
- ✓ If you miss a meeting, members will be expected to visit the club website to find handouts they missed.

**President—Meeting wrap up and questions**

- ✓ Next meeting date: TBA coming up soon. They should check the club webpage and/or listen to the morning show for the date of the next meeting.
- ✓ (if time) In order to wrap up the meeting, have each of the officers tell why they joined the club.
- ✓ Ask for any questions from the group.
- ✓ Thank them all for coming
- ✓ Adjourn the meeting