

<h1>Officer Candidate Guide</h1>	<p>OFFICERS FOR SCHOOL YEAR</p> <h1>25-26</h1>
<p>FBLA inspires and prepares students to become community-minded business leaders in a global society through relevant career preparation and leadership experiences.</p>	<p>Service Education Progress</p>



# Contents

<b>2025-2026 Missouri FBLA Officer Candidate Important Dates.....</b>	<b>2</b>
<b>Who is an Officer?.....</b>	<b>3</b>
<b>Position Responsibilities.....</b>	<b>3</b>
<b>Officer Expectations.....</b>	<b>3</b>
<b>Officer Behavior.....</b>	<b>4</b>
FBLA Code of Ethics.....	5
Removal of Office.....	5
<b>State Officer Financial Benefits.....</b>	<b>5</b>
State Officer Uniform.....	5
Conference Reimbursement.....	6
Travel Assistance.....	6
Expense Reimbursement.....	6
<b>Middle School State Officer Campaign Procedures.....</b>	<b>6</b>
Candidate Eligibility.....	6
Application.....	6
Campaigning.....	6
Elections.....	6
Dates & Deadlines.....	7
<b>State Officer Policies.....</b>	<b>7</b>
Travel.....	7
Social Media.....	7
<b>Adviser of State Officer Responsibilities.....</b>	<b>7</b>
Travel.....	7
Financials.....	8
Communications.....	8
Conference Registration.....	8
<b>Communications.....</b>	<b>8</b>
Phone.....	8
Email.....	8
Social Media.....	8
<b>2025- 2026 Schedule at a Glance.....</b>	<b>8</b>
<b>Applications.....</b>	<b>9</b>
<b>Questions.....</b>	<b>9</b>

## 2025-2026 Missouri FBLA Officer Candidate Important Dates

Division	Application Deadline	Notice of Acceptance	Qualifier	Campaigning
State Middle School	3/3/2025	3/5/2025		3/28/25

Applications will be available beginning **October 28, 2025**.

### Who is an Officer?

Being a Missouri FBLA Officer is a privilege afforded for only those members deserving of the experience. Being an Officer is not about being seen in the public eye or about gaining extra recognition but instead about serving the nearly 13,000 members of our organization. Being an Officer requires a great deal of work, effort, and sacrifices. In return, officers will be greatly rewarded by discovering an experience unmatched by any other. Officers also have the privilege of receiving many opportunities, training, and experiences that will last a lifetime.

Missouri FBLA Officers serve as ambassadors for our organization and for the State of Missouri. They also serve as representatives of their families, schools, and communities.

### Position Responsibilities

Selecting an office is the first step in your campaign. The office you choose should be one that fits your skillset, contains responsibilities that will challenge you and encourage leadership development, and is representative of your experiences within the organization. Position responsibilities may be flexible depending on the state officers completing their program of work.

#### President

- Record the minutes for all called meetings
- Ensure all division activities are in line with the Program of Work
- Works with Election Coordinator for State Officer Elections

#### VP of Membership

- Acts as the chairperson for meetings in absence of the president
- Monitors active chapters at the statewide level
- Communicates with new chapters benefits of FBLA
- Responsible for assigning officers to local events
- Works to recruit colleges and universities to exhibit at SLC
- Reviews activities to be held at SLC
- Build connections in joint activities with other divisions

#### VP of Public Relations

- Manages State social media accounts
- Posts news articles submitted by local chapters to the State website
- Capture SLC memories through video and pictures
- Record the minutes for all called meetings
- Works with VP of Communications to appropriate store and log officer, adviser, and member contact information
- Logs all activities and completion dates against POW

### Officer Expectations

All individuals who serve as State Officers are expected to meet certain requirements:

- State Officers must be members of active local chapters which participate in Missouri FBLA conferences and projects.
  - Officers whose chapters do not actively participate in Missouri FBLA conferences and projects will not be allowed to remain an officer.
- State Officers are expected to personally recruit 5-10 new members.
- State Officers are REQUIRED to attend ALL mandatory conferences and meetings.
  - Officers who cannot commit to ALL of the REQUIRED meetings should not apply. Officers who do not attend all of the required meetings will be removed from office.
- State Officers are required to complete assignments in a timely fashion.
  - State Officers who are late with assignments will not be assigned speaking parts at upcoming conferences and will lose some, if not all, of the financial benefits that come with serving as a State Officer.
  - State Officers are expected to submit their assignments to the highest level of quality possible. This requires the officers to make sure all assignments are proofread carefully by another party, are started early enough to exhibit the best effort, and are submitted at the most professional manner and style possible
- State Officers are expected to exhibit the highest level of character possible at all times. This includes actions in school, outside of school as well as their presence online.
- State Officers are expected to maintain an excellent school attendance policy while avoiding excessive tardiness.
- State Officers are expected to manage their school work and FBLA responsibilities so that academic grades do not suffer as a result of serving as a State Officer.
  - Officers whose grades suffer will be placed on probation and could be removed from office. Probation time period determined by State Adviser and/or State Officer Coach.
- State Officers are expected to complete other duties and assignments as assigned.

## Officer Behavior

State Officers serve as ambassadors for Missouri FBLA and their conduct and demeanor are critical to the reputation, visibility, and success of the state chapter. Officers are expected to abide by the following Code of Conduct, as well as the official Code of Ethics and Dress Code, which apply to all members of the association. State Officers and candidates should be fully familiar with these codes and should strive not only to meet their standards, but also to serve as role models in their implementation.

## Code of Conduct

- State Officers shall behave in a courteous and respectful manner, refraining from language and actions that might bring discredit upon FBLA.
- State Officers shall fully participate in all appropriate activities, conferences, workshops, business meetings, etc. for which they have responsibility.
- State Officers shall abide by the dress code as approved by National FBLA.
- State Officers shall abide by the rules of each conference and recognize they serve as a role model for other members.
- State Officers shall be willing to take and follow instructions as directed by those responsible for them.
- State Officers shall avoid places and actions, which in any way could raise questions as to moral character or conduct.
  - This includes activities and incidents away from Missouri FBLA.
- State Officers shall treat all members equally.
- State Officers participating in FBLA assignments shall not damage or deface property. Damage to any property or furnishings in hotel rooms, private accommodations, and/or buildings will be paid for by State Officers at their own expense.
- State Officers shall not endorse any candidates for local or state FBLA office.
- State Officers shall refrain from endorsing any product, vendor, or sponsor or entering into financial obligations

- on behalf of Missouri FBLA or business education, without the consent of the State Chair/State Adviser.
- State Officers shall refrain from entering into romantic relationships with other State Officers or allowing personal relationships to interfere with State Officer duties while on duty at a conference.
- State Officers shall not hold official meetings or appoint individuals or committees without the permission of Missouri FBLA.
- State Officers shall complete assignments in a timely fashion and at the highest level of quality possible.

## FBLA Code of Ethics

The Code of Ethics is a standard of conduct that should be ascribed to by all FBLA members and advisers. As role models, State Officers and candidates for State Office must conduct themselves according to the Code of Ethics at all times.

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit by my mistakes and to take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility, and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

## Removal of Office

If an officer is found to have acted against the Code of Conduct and Code of Ethics, the State Adviser and State Chair have the authority to enter into corrective action plans which may include removal from office.

## State Officer Financial Benefits

### State Officer Uniform

Each Missouri FBLA State Officer will be provided with a State Officer Uniform. Most all items for the uniform are provided, but certain items will be the responsibility of the officer.

Provided	Officer Responsibility
Blazer	Belt
Dress Pants/Skirt	Jeans with no holes
FBLA Tie	Dress Shoes
Nametag	
Executive Team Polo	
Executive Team Shirt	
FBLA Patch	
Various Additional Branded Merchandise	

Should an officer lose or damage any aspects of their uniform, it is their responsibility to replace the item at their own expense. All items provided to the officer, with the exception of the tie, will be given to the officer at the conclusion of their term. Items may be returned to Missouri FBLA if the officer wishes.

## Conference Reimbursement

Any Missouri FBLA or National FBLA conference registration will be reimbursed to the officer following the conference. Adviser registration is not reimbursed.

## Travel Assistance

For National FBLA sponsored conferences, Missouri FBLA will provide a stipend to the officer to assist with transportation expenses. The stipend will vary depending on the location of NLC and NFLC.

## Expense Reimbursement

Anytime the officer travels on behalf of Missouri FBLA in Missouri, they are eligible for expense reimbursement. Fuel, food, and hotel stays are covered. Reimbursement forms and necessary receipts are due back to Missouri FBLA no later than 60 days after the conference/meeting ends.

## Middle School State Officer Campaign Procedures

### Candidate Eligibility

To be eligible to run for state office, applicants must meet the following requirements.

#### Candidates for All State Offices:

- Must be a current fifth, sixth or seventh grade student who is currently listed in Middle School FBLA paid membership
- Must have be in good academic standing with their school (verified through letter of support from principal)
- Must achieve the first level of the LEAD Awards

### Application

All candidates must submit an application to Missouri FBLA, including:

- A short biography, including FBLA experience
- A high-quality headshot of the member in professional attire
- A signed letter of support from a parent/guardian
- A signed letter of support from a local chapter adviser

Applications must be received by the stated deadline. All applications are submitted digitally via a WuFoo form.

### Campaigning

The campaigning process for middle school includes a campaign speech and a campaign booth. Each candidate may speak for two (2) minutes at the Opening Session. During the middle school SLC, candidates may campaign using one (1) standard size tri-fold poster board that includes their platform and information about the candidate. Candidates are encouraged to arrive prior to registration opening to ensure set up time.

### Elections

The State Adviser and current State President (should they not be running again for office) will oversee and conduct the entire election process at the State Leadership Conference.

- A majority vote is required for election. If no candidate receives a majority vote on the first ballot, there will be a runoff.
  - For statewide elections, a runoff will be held between the two candidates who received the highest number of votes on the first ballot if more than two candidates and a majority was not reached on the preliminary vote.
- Teller reports will be issued only upon written request to the state adviser seven (7) days after the election.

### Dates & Deadlines

#### March 3, 2025 at 5 PM:

- Application must be completed and submitted using the online application form

#### March 5, 2025:

- Candidates will be informed if they are approved for State Office

### March 28, 2025: State Leadership Conference

- Candidate Speeches
- Voting
- Officer Announcement & Installation at Awards of Excellence

## State Officer Policies

### Travel

Missouri middle school State Officers are required to travel with an adviser, school approved chaperone, or legal guardian at all times for Missouri FBLA or National FBLA functions. While on site, the Officer Coach will serve as a chaperone, but the officer must be accompanied to the location by the aforementioned adult. At no point is the Missouri Department of Elementary and Secondary Education the sole chaperone of students.

An additional \$1,000,000 insurance policy is taken out each year to ensure the safety of officers when they travel.

### Social Media

Serving as a State Officer means that all activity, both in person and digital, becomes a representation of our organization. Both the State Adviser and Officer Coach must be added to social media for the student. Should any activity be deemed inappropriate, the officer and adviser will receive a communication on the post and the punishment (at the discretion of the State Adviser & State Chair). Behavior could include:

- **Negative political posts** – While we encourage officers to be involved in the political process, we as an organization and government operated entity do not want to engage in political commentary that could put the organization in a negative light. Supporting candidates, commenting on events, and liking party pages is acceptable, but sharing negative stories or rumors is not acceptable.
- **Explicit posts** – Posts shared that contain foul language, references to drugs or alcohol, or sexually explicit material will not be tolerated. Even liking or commenting on a post can bring it into the news feed of a befriended member.

## Adviser of State Officer Responsibilities

### Travel

Serving as the adviser to a middle school State Officer includes traveling with the officer to events, such as school visits and conferences. Should the adviser not be available, it will be the responsibility of the adviser to find a replacement that is school approved.

An adviser (or school approved chaperone) must travel with the State Officer to all functions, including at nearby local chapters. The adviser will be required to be out for the following functions in addition to those locally:

- Middle School Only
  - State Leadership Conference (2 days; includes overnight)

### Financials

The adviser of a State Officer will require the completion of funding reimbursements, including fuel and conference registrations (as permitted by division and officer stipulations mentioned above). All reimbursements are submitted digitally and should be completed by the fifteen (15) days following the end of the month.

Advisers of State Officers receive minimal financial support, which includes housing at certain meetings, meals, and mileage. **Advisers are responsible for their own meals, transportation and housing at National conferences.**

## **Communications**

The adviser will be cc'd on communications pertinent to the State Officers' success. The adviser should have regular, daily communication with the State Officer.

### **Conference Registration**

The adviser is required to complete conference registration for themselves and the officers. Missouri FBLA will not register officers or advisers for any conference.

## **Communications**

### **Phone**

Communications via phone are important for officers, including phone calls and text messages. Officers must have access to a phone for communications both in school during business hours and in the evenings. Many schools have policies regarding cell phone usage, so working with administration to allow the officer to at least check their phone at lunch or during one course is important. Missouri FBLA will do their best to avoid disrupting the school atmosphere, but certain communications can only occur during business hours.

### **Email**

Missouri FBLA provides each officer with an email address through Google Apps for Education. Officers will need access to this email at all times, as it is the primary form of communication. Installing the email access on one's phone is important to ensure the checking of email periodically throughout the day.

### **Social Media**

Officers will have access to Missouri FBLA State social media, including Facebook, Twitter, Instagram, and Snapchat. Each officer will be required to provide input and work on the social media channels.



## 2025- 2026 Schedule at a Glance

State Officers for Missouri FBLA are required to attend many events throughout the year, and these events often include overnight travel. When planning to run for office, applicants and advisers must **commit** to the following timeline. These dates are a glance of when events will be held. **Further details and dates will be provided upon installation of office.** Benefits of being a State Officer are contingent of these activities.

Conference	Date	Location
Middle School State Officer Training	June 2025	TDB. A location will be selected based on the convenience of the elected MS State Officers
Missouri Fall Leadership Conference	October 2026	Columbia, MO
State Leadership Conference	March 2026	Columbia, MO

## Applications

All officer applications are accessible via the Missouri FBLA website located [here](#). Applications will be available beginning **October 28, 2024**.

## Questions

For questions regarding the application, duties, or responsibilities of a Missouri FBLA State Officer, please contact State Adviser Scott Jones at [Scott.Jones@dese.mo.gov](mailto:Scott.Jones@dese.mo.gov) or State Officer Coach Jade Schmedding at [officercoach@missourifbla.org](mailto:officercoach@missourifbla.org)