

Virginia Business Education Association
HANDBOOK



Handbook Revised October 2008

TABLE OF CONTENTS

Article I:	Name	4
Article II:	Purpose.....	4
Article III:	Membership	4
Article IV:	Officers and Their Duties.....	5
Article V:	Nominations, Elections, and Terms of Office	6
Article VI:	Meetings.....	7
Article VII:	Executive Committee.....	7
Article VIII:	Board of Directors.....	7
Article IX:	Standing Committees	8
Article X:	Parliamentary Authority.....	8
Article XI:	Amendments	9
	Duties of the President	10
	Duties of the President-Elect	15
	Duties of the Vice President	17
	Duties of the Secretary.....	19
	Duties of the Treasurer.....	21
	Duties of the Past President	23
	Duties of the FBLA/PBL State Specialist.....	25
	Duties of the Regional and College Representatives.....	26
	Duties of the NBEA/SBEA Membership Representative.....	28
	Guidelines for Appointing and Removing NBEA Regional and State Territory or Province (S/T/P) Business Education Association	30
	Duties of the VACTE Representative.....	31
	Duties of the Finance Committee Chair.....	33
	Duties of the Legislative Committee Chair	34
	Duties of the VBEA Newsletter Editor.....	35
	Newsletter Guidelines	36
	Duties of the Special Recognitions Committee Chair	37
	Duties of the Scholarship Committee Chair	39
	Duties of the Advertising and Publications Chair.....	40
	Duties of the Great Ideas Committee Chair.....	41

BUSINESS AND INFORMATION TECHNOLOGY-RELATED ORGANIZATIONS

VIRGINIA BUSINESS EDUCATION ASSOCIATION (VBEA)

SOUTHERN BUSINESS EDUCATION ASSOCIATION (SBEA)

NATIONAL BUSINESS EDUCATION ASSOCIATION (NBEA)

VIRGINIA ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (VACTE)

VIRGINIA ASSOCIATION FOR CAREER AND TECHNICAL
EDUCATION ADMINISTRATORS (VACTEA)

ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION (ACTE)

VBEA is a division of VACTE and NBEA.

VIRGINIA BUSINESS EDUCATION ASSOCIATION

An Affiliate of the Association for Career and Technical Education, the Virginia Association for Career and Technical Education, and the National Business Education Association.

CONSTITUTION

Article I: Name

The name of the organization shall be the Virginia Business Education Association.

Article II: Purpose

The purposes of the Association shall be to advance and improve business education in Virginia. The Association may take whatever steps are necessary and engage in such activities as are necessary to achieve this purpose, including but not limited to research, dissemination of information and the funding and granting of scholarships provided, however, that the Association shall not engage in any activity which would be inconsistent with the status of an educational and charitable organization as defined in Section 501 (c)(3) of the Internal Revenue Code of 1954 as amended or any successor provision thereto, and provide further that none of the above-stated purposes of the Association shall be construed as other than the public benefit purposes appropriate for such an educational and charitable organization, and there shall be no discriminatory treatment of individuals in violations of the Civil Rights Act of 1964, as amended. In addition, the Association will cooperate with the Virginia Education Association, the Association for Career and Technical Education, the Virginia Association for Career and Technical Education, and the National Business Education Association to achieve the purpose.

Article III: Membership

Section 1. Membership in the Association shall be open to all persons who support the purpose of this organization.

Section 2. The Board of Directors shall determine annual membership dues of the Association.

Section 3. The fiscal year of the Association shall be September 1 through August 31.

Section 4. Membership Classifications

- Professional membership: Any active educator who supports the purpose of VBEA. Only persons who hold professional membership shall be eligible to vote, to hold office, or to serve as an official representative or delegate of the Association.

- Associate membership: Any non-educator who supports the purpose of VBEA.
- Retired membership: Any retired educator who supports the purpose of VBEA.
- Student membership: Any student enrolled in an approved program of business teacher education who supports the purpose of VBEA.

Article IV: Officers and Their Duties

Section 1. The elected officers of the Association shall be a President, a President-elect, a Vice President, a Secretary, a Treasurer, a College/University Representative, a Community College Representative, and eleven (11) Regional Representatives.

Section 2. The President's duties shall be:

- To preside at all meetings of the Association, Board of Directors, and the Executive Committee.
- To appoint chairs of committees not otherwise provided for in the Constitution.
- To appoint official representatives and delegates to affiliate organizations.
- To appoint editors for VBEA publications.
- To serve as a member of the Board of Directors of the Virginia Association for Career and Technical Education and as VBEA's Representative to the National Business Education Association, the Southern Business Education Association, and the Association for Career and Technical Education.
- To serve as an ex-official member of all committees, except the Nominating Committee.

Section 3. The President-elect's duties shall be:

- To assume, in the absence of the President, the duties of the President.
- To assume, in case of a vacancy in the office of President, the duties of the President for the unexpired term.
- To serve as Chair of the Program Committee.
- To serve as a member of the Executive Committee and the Board of Directors.
- To submit an activity report to VBEA Board of Directors as requested by the President.

Section 4. The Vice President's duties shall be:

- To preside, in the absence of both the President and the President-elect, at meetings of the Association.
- To serve as Chair of the Membership Committee.
- To submit a membership report to the VBEA Board of Directors as requested by the President.
- To keep a complete roster of the members of the Association.

Section 5. The Secretary's duties shall be:

- To keep an accurate record of all meetings of the Association, the Board of Directors, and the Executive Committee.
- To keep an attendance record of meetings of the Board of Directors and the Executive Committee.
- To serve as custodian of the records of the Association.
- To submit a report to the VBEA Board of Directors as requested by the President.

Section 6. The Treasurer's duties shall be:

- To receive and deposit all funds of the Association.
- To disburse funds by check upon authorization of the President, the Board of Directors, or the Executive Committee.
- To close the books annually as of August 31 and submit the records for audit as soon as possible after the close of business for the fiscal year.
- To submit a financial report to the VBEA Board of Directors as requested by the President.
- To file a 990 Income Tax Form.

Article V: Nominations, Elections, and Terms of Office

Section 1. Nominations will be the responsibility of the Past President. A Nominating Committee may consist of three Past Presidents.

Section 2. It shall be the duty of the Past President to present at the regular meeting of the membership of the Association a slate of officers consisting of one candidate for each office. In the odd calendar years the slate shall include a candidate for a President-elect, a Vice President, a Secretary, and a Treasurer. In the even calendar years, the slate shall include a candidate for President-elect.

Starting in August 1991, one College/University, one Community College, and eleven Regional Representatives will be nominated. Five of these representatives will serve a three-year term; four representatives will serve a one-year term. In succeeding years, replacements will be nominated as needed, with each representative nominated for a three-year term. The consent of such nominees must be obtained. Nominations may be made from the floor following the report of the Past President.

Section 3. The candidate for President-elect must have served previously on the Board of Directors.

Section 4. Officers, with the exception of the President and the President-elect, are elected for a term of two years. An officer may succeed himself in the same office. Officers shall assume their offices immediately following the regular meeting of the membership of the Association.

Article VI: Meetings

- Section 1. At least one regular meeting of the membership of the Association shall be held each year.
- Section 2. Special meetings of the Association may be called by the President when deemed necessary.
- Section 3. Forty (40) members of the Association shall constitute a quorum for all regular membership meetings of the Association.
- Section 4. The Board of Directors shall meet at least once a year.
- Section 5. Special meetings of the Board of Directors may be called by the President or upon the written request of five members of the Board.
- Section 6. One-third of the members of the Board of Directors shall constitute a quorum for all meetings of the Board.
- Section 7. Five members of the Executive Committee shall constitute a quorum for all meetings of the Executive Committee.

Article VII: Executive Committee

- Section 1. The Executive Committee shall be composed of the President, the President-elect, the Past President, the Vice President, the Secretary, and the Treasurer.
- Section 2. It shall be the duty of this committee to conduct the affairs of the Association between the meetings of the Board of Directors, all action to be ratified by the Board. This committee shall approve appointments made by the President, authorize the expenditure of funds not covered in the budget, fill all vacancies not provided for in the Constitution, and designate time and place of meetings of the Association and Board of Directors.

Article VIII: Board of Directors

- Section 1. The Board of Directors shall be composed of the officers of the Association, standing committee chairs, the thirteen representatives, the VBEA Representative to the VACTE Board, and the State NBEA/SBEA Membership Director. Each college or university having an approved business teacher education program shall designate a member from its faculty to serve in an advisory capacity as a non-voting member of the Board. Also serving as a non-voting member of the Board of Directors is the Agent of the Association.
- Section 2. The Board of Directors shall be the governing body of the Association.
- Section 3. Allowance for the President's expenses shall be fixed annually by the Board.

Section 4. The Virginia Department of Education personnel who have leadership responsibility for Business and Information Technology and the related CTSOs shall serve as consultants to the Board of Directors.

Section 5. The Agent of the Association serves as the liaison between the Association and the State Corporation Commission. Reports of the Association required by the State Corporation Commission will be prepared by the Secretary and filed by the Agent.

Article IX: Standing Committees

Section 1. Standing committee chairs shall be appointed annually prior to September 1 and must be voting members of the Association. Each chair may appoint members as needed. Chairs of standing committees shall present written reports at regularly scheduled meetings at the request of the President.

Section 2. There shall be the following standing committees:

- Legislative Committee. The duties of this committee shall be to procure and provide information relating to legislation pertinent to business education and to encourage active support of legislation favorable to the purposes of the Association.
- VBEA Newsletter Committee. The duties of this committee shall be to solicit, gather, and edit material suitable for publication in the VBEA Newsletter and to coordinate the production and mailing of the newsletter.
- Special Recognition Committee. The duties of this committee shall be to solicit nominations and present certificates or other appropriate awards to individuals recognized for VBEA service or leadership.
- Scholarship Committee. The duties of this committee shall be to solicit nominations and select recipients for the VBEA Scholarship Program.
- Advertising/Publications Committee. The duties of this committee are to contact clients for purchase of ads for the newsletter and to provide copy to the Newsletter Editor.
- Great Ideas Committee. The Great Ideas Committee will provide and support the innovative activities and lesson plans of Business and Information Technology teachers in Virginia by sponsoring the Great Ideas Contest. In addition, the chair will explore articles for publication of *Tools for the Trade—Creative Ideas for Virginia's Business Teachers*.

Article X: Parliamentary Authority

Robert's Revised Rules of Order shall be the parliamentary authority for the Association in all cases not provided for in the Constitution.

Article XI: Amendments

This Constitution may be amended at any meeting of the Association by a two-thirds vote of voting members present, provided the proposed amendments have been submitted in writing to the members thirty (30) days before the meeting.

Revised Constitution adopted on April 2, 1976 and Amended on August 10, 1977; November 4, 1981; August 10, 1983; August 3, 1988; August 1997; August 4, 2003; August 7, 2008; and October 31, 2008.

Duties of the President

Revised October 2008

August

- Preside at the VBEA Executive Board and general meetings at the Annual Conference (end of term).
- Preside at the Professional Task Force meeting (beginning of term).
- Prepare (written) and present (oral) annual report of activities. Submit a copy to the Secretary.
- Coordinate thank you letters insuring that VBEA activity supporters have been written. (VDOE staff will write thank you letters for the speakers they sponsor.)
- Send revised Task Force meeting agenda, Program of Work, and attachments/handouts to all Board members.
- Fill out association forms on current slate of officers and association information and send to NBEA/SBEA.
- Complete forms for award nominations and send to award nominees for completion (SBEA, NBEA, VACTE, and ACTE).

September

- Contact NBEA award nominees and inform them that nominee application packages are due to NBEA headquarters by December 1.
- Submit three leadership candidates' names to SBEA for leadership seminar at SBEA Convention.
- Submit form for President and President-elect attending leadership session at SBEA Convention.
- Verify that Secretary has sent an updated directory to all VBEA Board members.
- Provide Webmaster with all current information for the VBEA Web site and verify that committee chairs have submitted up-to-date information to Webmaster.
- Send President's message to VBEA Newsletter Editor and verify that Board members have submitted up-to-date information and articles to the Editor by the due date.
- Disseminate NBEA Conference first-time attendee information via newsletter and other communications (VDOE Listserv). Coordinate submission of funds with NBEA Office.

October

- Attend the SBEA Convention; take Past President's Annual Report to business meeting.
- Attend regional FBLA meeting and promote VBEA with Regional Representative.

November

- Send reminder regarding NBEA Conference first-time attendee stipend.
- Attend Summer Conference planning session.

December

- Attend or appoint a representative to attend the ACTE Convention.
- Send letter to VBEA Board about Winter Board meeting (usually held in January in conjunction with the VACTE Legislative Seminar); work with VDOE staff on meeting set-up, rooms, meal functions, and reservations.
- Remind all Board members to submit electronic copies of the semi-annual report to the Secretary for inclusion on a CD.

January

- Host VBEA Board dinner prior to Winter Board meeting.
- Preside over the VBEA Winter Board meeting; present oral and written report on President's activities for first-half of term (August – Board meeting date).
- Decide on nominees for VACTE Awards at Winter Board meeting.
- Assist President-elect with VBEA activities and VDOE staff with institute session for the Business and Information Systems portion of the Annual CTE Staff Development Institute.
- Attend/support VACTE Legislative Seminar.

February

- Write President's message for VBEA Newsletter—send to Editor; contact Board members to submit to newsletter by due date.
- Follow up with Secretary to ensure the minutes of the Winter Board meeting were disseminated to the Board members.

March/April

- Send an application for SBEA awards to nominees— information/forms should be sent from SBEA Awards Chairman. Award applications are due to SBEA by May 1.
- Invite dignitaries (CTE Director, ACTE Executive Director, NBEA Executive Director, NBEA President, SBEA President, VACTE President, Superintendent of School System where Annual Conference is held) to bring greetings at Summer Conference Awards Banquet.
- Invite State Presidents from PBL and FBLA organizations to bring greetings at Annual Conference Awards Banquet (work this through the FBLA-PBL State Specialist).
- Check with leaders from the various organizations that present awards at the Awards Ceremony during the Annual Summer Conference: Walter L. Shell, DPE (VA Tech Chapter); Middle School, VBEA Chair for Middle School Award (Recognitions Chair); Distinguished Service, Recognitions Chair; Post Secondary Award, DPE (VCU Chapter); Great Ideas, VBEA Chair; Student Scholarships, VBEA Chair; and Professional Scholarships, VBEA Chair, to obtain information on the person representing the organization and presenting the award in August at the VBEA Awards Program (work with Recognitions Chair on this).
- Write the President's message for the VBEA Newsletter and send to Editor.
- Attend or appoint a representative to attend the NBEA Convention.
- Attend the Phi Beta Lambda and FBLA Conferences and present VBEA Awards and checks: PBL—Mary B. McGinty and the Future Business Teacher Event; FBLA—Community Service, Partnership with Business, VBEA Scholarship/Sarah Lowe Thompson Award of Excellence.
- Attend and help host coffee sponsored by VBEA and FBLA-PBL Foundation at the FBLA and PBL State Conferences.

May/June

- Contact Board members regarding VBEA Board meeting held prior to VBEA Annual Summer Conference.
- Work with conference coordinator to plan Board meeting and meal function—coordinate activities with and submit number of attending members for food count to VDOE staff or appropriate person or hotel.

- Write letters to past VBEA Presidents inviting them to the Awards Banquet at the Summer Conference.
- Assist President-elect (selects chair positions) and Past President (selects elected positions) to seek member for Board positions.
- Remind all Board members to submit electronic copies of the semi-annual report to the Secretary for inclusion on a CD.

July

- Prepare agenda for August Board meeting. Prepare full-year President's report to present at Board meeting.
- Prepare dialogue for Presidents presiding over Summer Conference's Business meeting and Awards Banquet.
- Prepare VBEA Board seating arrangements for business meeting and Awards Banquet.
- Prepare business meeting agenda. Contact VBEA Secretary for presentation of minutes from previous Summer Business meeting (bring 100 copies). Contact VBEA Treasurer for report (bring 100 copies).
- Send reminder to Past President on presiding over the presentation of officers at the business meeting and the installation of officers at the Awards Banquet.
- Write letter(s) to first-time attendees to VBEA Summer Conference. Let them know you will be awarding their stipend at one of the sessions at the conference.
- Write confirmation letters to award presenters—those presenting awards for Walter L. Shell, Al Roane Middle School, Distinguished Service, Post Secondary Teacher, Great Ideas, Student Scholarships, and Professional Scholarships. Ask them to bring two copies of their presentations—one for you to give to the Newsletter Editor, and the other one to the recipient to use for local press releases.
- Secure gifts for conference coordinator (VBEA).

August

- Write annual report for the Association's year. Give report to newly elected VBEA President to take to the SBEA Convention in October (end of term).
- Additional responsibilities as assigned or assumed.

Additional
Responsibilities:

- Attend regional/local meetings (when invited), as schedule permits, to promote VBEA.
- Assist Board Agent and Webmaster with Handbook update.
- Work with the Past President on the nominations for the slate of officers to include a candidate for a President-elect, a Vice President, a Secretary, and a Treasurer in the odd calendar years and a candidate for only a President-elect in the even calendar years.

Duties of the President-Elect
Revised January 2003, October 2008

Yearlong

- Maintain contact with the Board to ensure completion of all responsibilities.

August

- Attend VBEA Board meetings and general meetings at Summer Conference.
- Attend Professional Task Force meeting following the conference.

September

- Send article to VBEA Newsletter Editor.

October

- May attend SBEA Conference.
- Serve on State CTE Conference Planning Committee every four years.

November

- Work with State Business Specialist to invite participants to VBEA Conference Planning Meeting (if sponsored by VBEA). If VBEA activities are held in conjunction with CTE Conference, work with State Specialist on planning the VBEA activities in the overall conference.

December

- Begin planning for January Winter Board meeting and Conference Planning session.

January

- Attend VBEA Board meeting.
- Prepare (written) and present (oral) semi-annual report of activities.
- Chair Conference Planning meeting.
- Attend VACTE Legislative Conference.

February

- Work with Board and State Specialist on plans for conference.

March

- Continue working with State Specialist and Board members on conference plans for VBEA activities and Summer Conference.
- Prepare article for Spring Newsletter.

April

- Select committee chairs for VBEA for the following year's Board.
- Continue working on conference.
- Attend NBEA Conference.

May

- Continue working on conference.

June

- Continue working on conference.
- Purchase gift for outgoing President.
- Purchase gifts for key players during your term.

July

- Complete program for VBEA Awards Program.
- Prepare agenda for Professional Task Force meeting.
- Send letter and agenda to Board members for Professional Task Force meeting.
- Complete final plans for conference.

August

- Attend VBEA Board and general conference meetings.
- Prepare (written) and present (oral) annual report of activities.
- Work with conference participants.
- Send thank you letters from conference (VBEA related; VDOE will send all keynote speakers letters only). Coordinate this with President. Complete after conference activities.
- Assist with conference activities and VBEA Conference functions.
- Take office as VBEA President at conclusion of the conference.
- Preside over the Task Force meeting following the conference.

Duties of the Vice President
Revised January 2003, October 2008

Yearlong

- Serve as Chair of the Membership Committee.
- Preside in the absence of the President and the President-elect.
- Provide membership information for the Newsletter.
- Prepare 100 percent recognition certificates.
- Develop promotional materials (brochures or flyers).

August

- Attend the Professional Task Force meeting following the Summer Conference.

September

- Disseminate promotional materials (brochure, mailing, Listserv distribution, flyer, etc).
- Contact Regional Representatives and College Representatives concerning fall meetings and membership.

October

- Prepare membership report and submit to Secretary.

November

- Prepare and submit membership information as an article to Newsletter Editor (with 100 percent schools).

December

- Send recruitment reminders to Regional and College Representatives.

January/
February

- Attend VBEA Winter Board meeting.
- Prepare (written) and present (oral) semi-annual report of activities and membership (submit copy to Secretary).

March

- Prepare and submit membership article information to Newsletter Editor (with 100 percent membership schools).

June

- Prepare membership forms and supplies for table at Summer Conference.

July

- Prepare schedule and make necessary contacts for Membership Booth at conference.
- Coordinate conference Membership Booth responsibilities with the VACTE Representative and the VBEA Treasurer. (Provide procedures for collecting dues—cash, checks, credit cards).

August

- Attend Annual Summer Conference.
- Set up membership table.
- Serve and coordinate all shifts at Membership Booth.
- Report on membership at the general meeting.
- Prepare (written) and present (oral) semi-annual report of activities and membership (submit copy to Secretary).

Duties of the Secretary
Revised January 2001, October 2008

Yearlong

- Keep attendance at all meetings.
- Maintain all minutes of the Association for the year.

August

- Attend Summer Board meeting and record minutes of meeting.
- Attend Summer Conference and record minutes of Opening Session, Award Session, and Annual Business meeting.
- Attend Professional Task Force meeting and record minutes of the meeting.
- Distribute minutes of Winter Board meeting to Board for approval.
- Distribute annual reports of Board to all members.
- Distribute 100 copies of the previous year's business meeting minutes at the Annual Business meeting.

September

- Send copies of minutes from the Summer Board meeting, Summer Conference meetings, Annual Business meeting, and Professional Task Force meeting to President for approval.
- E-mail copies of approved minutes to Board members.
- Send approved minutes to Webmaster for posting on the VBEA Web site.
- Mail updated Board directory to all members.
- Send Board directory (school information only) to Webmaster for posting on the VBEA Web site.
- Create birthday list to send e-cards to Board members during the year.

December

- Collect bi-annual reports for all Board members for distribution at Winter Board meeting.

January

- Attend Winter Board meeting and record minutes of the meeting.
- Distribute minutes of previous meetings to Board for approval.
- Distribute bi-annual reports of Board to all members.

February

- Send copies of minutes from the Winter Board meeting to President for approval.
- E-mail copies of approved minutes to Board members.
- Send copy of approved minutes to Webmaster for posting on the VBEA Web site.

July

- Collect annual Reports from all Board members for distribution at Summer Board meeting.

Duties of the Treasurer
Revised January 2003, October 2008

Yearlong

- Receive membership for ACTE, VACTE, NBEA, and ISBE, and forward checks to appropriate offices.
- Deposit all dues.
- Send updated roster of membership to Vice President, NBEA/SBEA Membership Director, VACTE Membership Representative, and Regional Representatives.
- Pay bills as approved in the budget or by the President.
- Prepare and maintain membership database.

August

- Attend Annual Summer Conference.
- Assist with the collection of dues for ACTE, VACTE, VBEA, and NBEA.
- Report at Board meeting and general meeting and present Treasurer's report.
- Prepare financial reports for VBEA Board meeting, general business meeting, and Task Force meeting.
- Attend Professional Task Force meeting following Summer Conference.

January/
February

- Submit the financial records for an annual audit.
- Attend VBEA Task Force meeting and give Treasurer's report.
- Prepare (written) and present (oral) a semi-annual report of activities. Submit a copy to the Secretary.

March

- Prepare 990 Income Tax Form.

April

- Prepare checks as directed by budget or President and/or program of work.

August

- Attend VBEA Board meeting, Annual Summer Conference, and Professional Task Force meeting.
- Serve at membership desk to collect dues for ACTE, VACTE, VBEA, NBEA, and ISBE.
- Prepare financial reports for VBEA Board meeting, general business meeting, and Task Force meeting.
- Report at Board meeting, business meeting, and Task Force meeting (budget).

Duties of the Past President Revised October 2008

August

- Serve as or appoint photographer at VBEA Conference.
- Attend the VBEA Summer Board meeting.
- Prepare the VBEA President notebook for transition to the newly elected President.
- Deliver historical VBEA files to newly elected President for safe keeping.
- Send a news release on the “Virginia Business Teacher of the Year” to relevant business education publications, such as The Forum, VBEA Newsletter, VBEA Web site and VACTE Newsletter.
- Notify NBEA/SBEA of newly elected President and Executive Board.

September/ October

- Prepare the annual report on the year’s activities and submit by October 1 to the SBEA Webmaster prior to the SBEA Conference. Send a copy to each Board member and the VBEA Webmaster for posting to Web site.

January/ February

- Attend VBEA Winter Board meeting and Task Force planning meetings.
- Prepare a semi-annual report of activities. Submit a copy to the Secretary for inclusion on Reports CD prior to Board meeting.
- Attend VACTE Legislative Seminar.

March – July

- Determine Board vacancies for the upcoming year and prepare a slate of officers and committee chairpersons for nomination at the Annual Conference.
- Prepare Board resolutions acknowledging service for departing Board members.
- Assist President and President-elect as needed in planning Summer Conference.

August

- Prepare report of activities and submit to the Secretary for inclusion on the reports CD to be distributed at the Board meeting.
- Attend VBEA Board meeting.
- Read and present Board resolutions to departing Board members.
- Attend Annual Summer Conference.
- Preside over installation of new officers.
- Attend Professional Task Force meeting and transition files to new Past President.

Duties of the FBLA/PBL State Specialist
Revised October 2008

Yearlong

The FBLA/PBL State Coordinator is the person serving as FBLA-PBL Specialist through the Department of Education. This person:

- Coordinates statewide activities for FBLA/PBL relating to membership, conferences, publications, and promotion,
- Makes semi-annual reports to the VBEA Board concerning FBLA/PBL activities, and
- Attends the Professional Task Force meeting.

Duties of the Regional and College Representatives

Revised October 2008

Attend

- Board Meetings (Summer and Winter)
- Professional Task Force meetings (in conjunction with the Board meetings)
- VBEA Summer Conference activities
- Regional FBLA Conference (Fall and Spring)
- State FBLA Conference
- SBEA and NBEA meetings when possible (not required)

Write/Prepare

- Write or obtain articles on your region's activities and/or other topics for the newsletter. Send to Newsletter Editor by deadlines (two newsletters).
- Prepare written reports: Send to Secretary for Winter and Summer Board meetings.
- Collect VBEA dues from your region. Send dues to Treasurer.
- Collect VBEA 100 percent membership forms for your region and send them to the Vice President.

Promote Membership

- Set up a display promoting VBEA, VACTE, ACTE, NBEA, SBEA, and FBLA-PBL Foundation at FBLA Regional Conferences. The display may include items you have collected at conference, membership forms, promotional information, flyers, newsletters, and anything that displays all the benefits of our professional organizations.
- Distribute VBEA stickers to all VBEA members to wear at Regional FBLA Conferences. NBEA, ACTE, and VACTE stickers may be obtained from those representatives on the VBEA Board.
- Sponsor refreshments for teachers at the Regional FBLA Advisers' meetings. Additional activities to promote membership may be undertaken. The VBEA Board will reimburse up to \$100 of your expenses when documented reimbursement is requested from the VBEA Treasurer.

- Conduct a drawing for members of VBEA (items, materials from vendors, gifts, and prizes you receive at conference).
- Announce the Outstanding FBLA Chapter from the previous year at the FBLA Fall Workshop and present the check for \$50.
- Present certificates to advisers of regional officers at the FBLA Spring Regional Conference.
- Promote the Summer Conference and the stipend for first-time attendees.
- Send e-mail or letters to department chairs in your region promoting VBEA.

Support
Organization

- Attend the Legislative Conference.
- Recruit at least ten advisers to be on the legislative team in your region.
- Make contact with one legislator or conduct a legislative activity.

Duties of the NBEA/SBEA Membership Representative
Revised October 2008

August

- Attend VBEA Board/general meeting and Professional Task Force meeting (post conference) at VBEA Conference.
- Set up display of NBEA materials and operate the membership table.

September

- Contact VBEA Regional Representatives encouraging them to join NBEA.
- Send the Webmaster materials to put on the Virginia Business Listserv encouraging the business educators to join NBEA.
- Contact business education administrators asking their support in encouraging teachers to join professional organizations using the NBEA Web site.
- Contact college teacher educators asking their help in promoting student membership.

October

- Attend SBEA Convention and Membership Director's Board meeting.
- Prepare the annual Report for presentation at the Membership Director's Board meeting.
- Secure a list of lapsed members and mailing labels from the NBEA Membership Director.

November

- Write an article for the VBEA Newsletter and send to Editor.

January

- Attend VBEA Board and Task Force meeting; prepare a semi-annual report of activities for the VBEA Board meeting.
- Write article for SBEA Newsletter.
- Secure a list of lapsed members and mailing labels from the NBEA Membership Director.

February

- Send the Webmaster materials to put on the Virginia Business Listserv encouraging the business educators to join NBEA.

March

- Write article for VBEA Newsletter and send to Editor.

April

- Attend NBEA Conference and the NBEA Membership Directors meeting.
- Network with Membership Directors from other states to share ideas.

July

- Order NBEA supplies and recruitment materials from the NBEA Membership Director for the VBEA conference table.
- Prepare the NBEA Membership Director's Annual Report for distribution at the VBEA Summer Conference.

**Guidelines for Appointing and Removing NBEA Regional and State, Territory, or Province (S/T/P) Business Education Association
Reviewed August 2002, Revised October 2008**

Qualifications for
Appointment or Election

- Must be an active member of S/T/P, regional and national associations for a minimum of three years immediately prior to assuming office.
- Demonstrated evidence of leadership at S/T/P, regional or national level-officer, Board member, Committee Chair, or Membership Director.
- Must have attended at least one regional or national convention during the past three years (Regional Membership Director).
- Must have attended at least one S/T/P association meeting and preferably one regional or national convention during the past three years (S/T/P Membership Director).

Reasons and Steps for
Removal from Office

- Non-payment of NBEA dues within two weeks of anniversary date (first renewal notice is sent from NBEA headquarters three months prior to anniversary date).
- Failure to perform responsibilities based on the lack of evidence of communication with the NBEA Membership Director and communication with potential members.
- Regional Membership Directors may be removed from office upon agreement of the NBEA President, Regional President, and the NBEA Membership Director.
- NBEA S/T/P Membership Directors may be removed by agreement of the NBEA President, Regional President, NBEA Membership Director, Regional Membership Director and S/T/P President, if appropriate. The Executive Boards of the S/T/P associations may also vote to remove an S/T/P Membership Director.

Duties of the VACTE Representative
Revised January 2002, October 2008

August

- Attend VBEA Board meeting and general meeting.
- Prepare written annual report and present at meetings. Submit copy of report to Secretary.
- Assist at the professional Membership Booth—encourage people to join; very important that you or another ACTE/VACTE Representative is present to answer questions.
- Provide (or assist with) a display and/or brochures at the professional Membership Booth.
- Membership packet to be sent to VBEA Treasurer from VACTE office; need to assist with set-up and display at the booth.
- Obtain regional volunteers from various parts of the state who are attending conference to recruit at city-wide or county-wide in-service meetings; provide applications and brochures.
- Write article for VBEA Newsletter promoting ACTE/VACTE memberships, and enclose a membership application.

October

- Assist VBEA President and President-elect as needed with plans for the VACTE Winter Conference (if held).

December

- Write article on VACTE activities and promotional nature for VBEA Newsletter.
- Attend VBEA Board meeting.
- Prepare (written) and present (oral) a semi-annual report of activities and membership. Submit a copy to the Secretary.
- Attend VACTE Leadership Conference.

January

- Attend VACTE Winter Conference.
- Write VBEA President regarding any items of interest or concern from the VACTE Board meeting.
- Follow up on actions during Board meeting.

March/April

- Write article for VBEA Newsletter when information needs to be provided to the membership.
- Attend VACTE Board meeting. Check to see that VBEA President has received forms for VACTE committee appointments and VACTE awards.

July

- Write letters to ACTE/VACTE members in various parts of state asking them to assist in promoting memberships at the conference (assist at Membership Booth).

August

- Attend VBEA Board meeting, Summer Conference activities, and Task Force meeting following the conference.

Duties of the Finance Committee Chair
Revised January 2002, October 2008

August

- Attend Business Education Conference.
- Attend Professional Task Force meeting. Assist Treasurer in presenting a preliminary budget for the coming year.

Fall

- Audit Treasurer's books after all receipts and disbursements from the Annual Summer Conference professional activities have been completed. Give Treasurer a list of any recommended changes. Send a copy to the VBEA President.

January

- Attend Winter Board meeting.
- Present a report on the auditing of the books at the general meeting.

NOTE: The VBEA Agent and the Board Consultant have been fulfilling the duty of Finance Chair since 1997.

Duties of the Legislative Committee Chair
Revised February 2003, October 2008

Yearlong

- Continue legislative activities at local, state, and national levels.

August

- Prepare (written) and present (oral) annual report of activities. Submit a copy to the Secretary.
- Ask members to volunteer to serve as the Legislative Committee.
- Instruct/remind Board members of their regional responsibilities.

September

- Place your name on lists to receive legislative mailings (contacts should include the NBEA, the VACTE, and the ACTE); also alert VBEA Agent that you would like to be aware of legislation or activities happening in the state and nation that would affect career and technical education.

October

- Maintain a VBEA/NBEA legislative network to include VBEA Board members and others who would be willing to make personal contacts, write letters, and make phone calls as needed during the year.

November/
December

- Work throughout the year to encourage business educators to get to know their city, state, and national representatives as well as possible so that each will feel comfortable contacting them at a later date regarding vocational education funding.

January

- Visit the Virginia General Assembly and maintain contact with legislative representative by email, phone, personal contact, and/or letter as issues arise.

February

- Monitor federal legislation and/or attend ACTE Policy Seminar. Maintain contact with congressional representatives.

Duties of the VBEA Newsletter Editor
Revised October 2008

The duties of the VBEA Newsletter Editor are as follows:

- Serve as a member of the VBEA Board of Directors and attend meetings when scheduled.
- Publish two newsletters each academic year—Fall and Spring.
- Determine deadlines for collecting material to be included in the newsletter (November 15 and April 30). Publicize these deadlines.
- Solicit material suitable for publication in the newsletter.
- Work with Advertising Chair to publish advertisements as requested.
- Edit material to be included in the newsletter and proof draft copy.
- Send pdf file to VBEA Agent at VDOE for final editing.
- Send revised pdf copy to Webmaster for posting on the VBEA Web site.
- Send notice of publish date to VBEA Agent for posting on the VBEA Listserv—Fall and Spring.
- Prepare a written report for Summer and Winter Board meetings.

Newsletter Guidelines
Revised October 2008
Fall and Spring Issues:

- President's Message and Picture
- Vice President's Message
- 100 Percent Membership List (provided by Vice President)
- VBEA Membership Report (provided by Vice President)
- VBEA Conference Report (Past President or conference Chair)
- SBEA/NBEA Membership Report (provided by NBEA Representative)
- VACTE/ACTE Report (VACTE/ACTE Representative)
- Legislative Report (Legislative Chair)
- FBLA/PBL Report (State FBLA-PBL Specialist)
- Regional News (Regional Representatives)
- Meet the Regional Representatives (biographies from representatives)
- Great Ideas Theme and Requirements (Great Ideas Chair)
- Calendar of Events
- Advertisements
- Announcements
- Conference Dates and Locations
- Great Ideas Winners (Great Ideas Chair)
- Articles on Award Winners
- Virginia Walter L. Shell Business Teacher of the Year Award
- VBEA Distinguished Service Award
- Virginia Postsecondary Business Teacher of the Year Award
- Al Roane Middle School Teacher of the Year
- New Teacher of the Year
- First-Time Attendees Awards (All presenters should give information to Newsletter Editor following presentation of awards at special function during Summer Conference.)
- Articles on Scholarship Winners (Chairpersons should give information to Newsletter Editor following presentation of awards at conference.)
- Print thank you letters from scholarship winners. (Check with last year's President or scholarship chairpersons for letters.)

**Applications for all scholarships, awards, membership applications, and other forms are available online at <http://143.60.33.2>.*

Duties of the Special Recognitions Committee Chair
Revised July 2003, October 2008

Yearlong

- As needed, prepare and mail Certificates of Appreciation to VBEA President (who signs and mails certificates to recipients).

August

- Attend VBEA Board meeting and general meeting.
- Prepare written annual report and present at meetings. Submit copy to the Board Secretary.
- Present Distinguished Service and Al Roane Middle School Teacher of the Year Awards (engraved plaques) at banquet at Summer Conference.
- Prepare and submit publicity to the Web site and to the newsletter concerning recipients of Distinguished Service and Al Roane Middle School Teacher of the Year awards, the Delta Pi Epsilon Teacher and Postsecondary Teacher of the Year awards, Certificates of Appreciation and Certificates of Recognition (retirees).

September

- Prepare and send to VBEA Newsletter Editor announcement inviting nominations for Distinguished Service Award, Certificates of Appreciation, and Certificates of Recognition. (Check on deadline for Spring issue of newsletter).
- Review and update information for Web site of contact persons' changes (especially DPE chapters) related to all awards. Submit changes to Webmaster.

January

- Attend VBEA Board meeting.
- Prepare and present bi-annual report of activities. Submit one copy to the Board Secretary.
- Attend VACTE Legislative Conference.
- Work with Board and State Specialist on Summer Conference plans.

March

- Prepare recognition information for Spring Newsletter. Ask VDOE to send Listserv reminders (March through May, once a month).

May

- Prepare and mail special recognitions certificates to President for signature and dissemination.

June

- Coordinate with representatives from the Delta Pi Epsilon chapters regarding the Teacher of the Year and the Post Secondary Teacher of the Year awards to determine that awards will be made at the Awards Banquet.
- Coordinate that information with the President for Awards Program planning.
- Select recipients of Distinguished Service and Al Roane Middle School Teacher of the Year awards. (Selection is made by a committee representing the VBEA Board of Directors.)
- Order special recognitions plaques as required (DPE chapters handle their own plaques).
- Order plaque for outgoing President.

July

- Prepare bi-annual report of activities for VBEA Summer Conference.
- Attend VBEA Board meetings and general conference meetings. Present report of activities. Submit copy to the Board Secretary.

**Duties of the Scholarship Committee Chair
(Both Student and Professional Scholarship Committees)
Revised January 2002, October 2008**

March

- Receive applications for Student and Professional Scholarships.

June

- The Scholarship Chairpersons for Student and Professional Scholarships receive applications. Work with a committee to determine the recipient following the appropriate award rubric.

August

- Prepare a written report of activities for the Board meeting and present an oral report at the awards function.

August/
September

- Update scholarship forms and submit to Newsletter Editor and Webmaster.

Duties of the Advertising and Publications Chair
Revised July 2003, October 2008

Yearlong

- Keep a record of old and new clients.
- Recruit for new contacts.
- Send out receipts for payment of ads.
- Send out thank you letters to clients who have placed ads.
- Send out follow-up letters or reminders to clients of newsletter deadlines.

July/August

- Send a letter to all possible clients with a copy of our current price list and encourage them to purchase ads.

August

- Prepare the necessary forms—rate schedule (include due dates for ads), reservation form, ad sizes diagram, format specifications, fax form.

Summer/Winter
Board meeting

- Prepare a written report of activities and present an oral report at the meetings.

Duties of the Great Ideas Chair
Added January 2002, Revised October 2008

The Great Ideas Chairperson's duties include providing and supporting the innovative activities and lesson plans of Business and Information Technology teachers in Virginia by sponsoring the Great Ideas Contest. In addition, the Chair will explore articles for publication.

Responsibilities

- Establish a "Great Ideas" theme each year that pertains to the current issues and research in Business and Information Technology. Issues and concerns in the broad field of Career and Technical Education and Career and Technical Student Organizations should also be included.
- Advertise and interpret the Great Ideas theme to teachers in the Fall and Spring Newsletters to include guidelines for submission that are due by March 1 of each year.
- Establish criteria for selecting no more than five (5) winners. Selections will be based on creativity, originality, and classroom use.
- Form a committee of active VBEA members to select five (5) Award Winners.
- Keep and maintain an accurate record of winners each year.
- Maintain communication among the Chair, Treasurer, and the VBEA Board members.
- Edit and submit winning lesson plans for Web site publication.