



FBLA Officer Positions

1. **President** – in charge of managing the club and its meetings. The president is the main liaison between the sponsor, officer core, and membership.
2. **Vice-President** – presides over the club in the absence of the president. The vice-president also organizes activities with the rest of the officers and usually makes business presentations for the club.
3. **Treasurer** – manages the club's funds. The treasurer always keeps the rest of the officer core up-to-date on the current financial situation. This position requires some familiarity with the finance office.
4. **Secretary** – main job is updating points required to earn an Activity Letter for the club. The secretary also notes down the minutes of the officer lunch meetings and usually keeps sends emails to the members.
5. **Publicist** – maintains FBLA's image inside and outside of the club. The publicist creates video ads to notify the rest of the school of upcoming FBLA activities. The publicist also photographs our events and uploads the pictures on the website.
6. **Webmaster** – will be a new position that our club will be offering next year. The webmaster will be in charge of the club's website and assist the officers in any difficulties regarding the online lettering points.