These sample role and responsibilities are to be used as a guide to assist you in developing your local chapter officer team. You can select which officer positions will lead your chapter or even use a different model (for example, some local chapters have a President and then multiple Vice Presidents that manage a different area). In regards to the specific duties of each position, you can tailor them to meet the needs of your local chapter.

# General duties shall be expected of all Chapter Officers:

* A genuine desire to be a servant leader.
* Be willing to accept responsibility.
* A commitment to lead by example.
* The ability to work well with others.
* Facilitate an environment where chapter members feel welcome and included.
* Encourage individual and chapter participation in BPA related events.
* Knowledge and understanding of BPA.
* Adhere to local, state and national Business Professionals of America Constitution and Bylaws and be a member in good standing.
* Promote the general welfare of BPA at all times.

# President

It shall be the duty of the President to preside over all local chapter meetings; establish and appoint members and chairs of appropriate committees; assist these committees as needed; serve as ex-officio, non-voting member of all committees; and perform other duties of a presiding officer.

Other duties of the President, include:

* Helps the chapter carry out assigned goals.
* Maintains good attendance and is in close contact with fellow officers, chapter members and the advisor.
* Call other officers to chair as necessary and desirable.
* Represent the chapter at special school events.
* Coordinate chapter activities by keeping in close touch with other officers, the membership, and the advisor.
* Keep chapter work moving in a satisfactory manner by following up on progress being made on all activities.
* Assists with financial aspects of the chapter, including creation of budgets, statements and fundraisers.
* Responsible for managing all local chapter social media accounts, responding to all email inquiries and any other communication mediums.
* Has working knowledge of most competitive events in order to properly make suggestions to members on what events may suit them best.
* Organizes and plans speakers to visit the chapter to discuss a wide array of topics pertinent to business, college, etc.
* Completes and submits all Special Recognition Award applications.
* Supports and reports to the chapter advisor at all times.

In presiding over meetings, the President should adhere to the following:

* Arrives before the meeting time to ensure that everything is prepared and ready.
* Always have an agenda for each meeting.
* Calls the meeting to order.
* Follows the agenda and brings up items in their logical order, leading the discussions, preventing members from breaking into series of private conversations.
* Keep members on the subject and the discussion within a time limit.
* Speak clearly and audibly.
* Maintain order within the meeting.
* Summarize what has been said in order to get a decision on a topic.

# Vice President

It shall be the duty of the Vice President to serve in any capacity as directed by the President; accept the responsibilities of the President as occasions may demand; help ensure committees are working efficiently; and oversee the Torch Awards Program for all chapter members.

Other duties of the Vice President, include:

* Take the lead on compiling and publishing local chapter reports.
* Coordinates all recruiting and membership activities of the local chapter, including:
	+ Organizing other officers and veteran members to assist in a campaign to educate and attract new BPA members.
	+ Implementation of strategic marketing campaigns to successfully recruit new members.
	+ Develops interactive, skill-building activities for members to participate in.
* Represents the Chapter at special events as a role model to others.
* Notifies the President prior to each meeting for items that should be placed as action items on the agenda.
* Responsible for sending birthday cards, thank you notes, etc. to members (optional).
* Develops and implements new team building projects.
* Assist the President or local chapter advisor as needed.
* Supports and reports to the chapter advisor at all times.

# Secretary

It shall be the duty of the Secretary to keep an accurate record of minutes for all local chapter meetings; and provide a copy of the minutes and any substantiating reports to the President and Local Chapter Advisor.

Other duties of the Secretary, include:

* Keep a membership list and record of attendance at local chapter meetings.
* Call meeting to order in absence of the President and Vice President.
* Read minutes of meetings and call President’s attention to any unfinished business.
* Maintains a positive relationship with all members and officers.
* Works on all Communications and Calendar Events.
* Utilizes all available resources to communicate important information to members.
* Count the vote on either side, when a vote is by raising hands or standing, unless tellers have been appointed.
* Collect and record reports of all committees and all written resolutions.

In regards to keeping an accurate record of minutes for all local chapter meetings, the Secretary shall include the following information:

* name of BPA chapter
* type of meeting
* place, date, and time
* name of presiding officer
* chapter members present
* all business proceedings
* reports of committees, motions stated, and action taken
* signature of Secretary

# Treasurer

It shall be the duty of the Treasurer to keep accurate records of all financial transactions conducted by the local chapter; provide a financial report at each local chapter meeting; and work closely with the President and Local Chapter Advisor on fundraising initiatives.

Other duties of the Treasurer, include:

* Serve as chairman of the Finance Committee.
* Help plan the chapter budget for the year.
* Explain the proposed budget to the officers and the members.
* Protect the financial reputation of the local chapter by ensuring financial obligations are met promptly.
* Actively pursue opportunities to earn money for local chapter.
* All matters concerning money and finances are kept confidential (on a need-to- know basis).
* Maintains accurate records of expenses and revenue for every activity involving money.
* Confidentially informs members regarding their account balance status.
* Works directly with advisor to manage chapter finances.

# Reporter

It shall be the duty of the Reporter to prepare and submit the organization’s news to all news media; serve as the public relations liaison between the local chapter and the state association; compile local chapter activity news for the school newsletter; and work closely with the President and Local Chapter Advisor to promote all chapter activities.

# Parliamentarian

It shall be the duty of the Parliamentarian to advise the President and other local chapter members on the orderly conduct of business in accordance with the chapter bylaws and the current edition of Robert’s Rules of Order, Newly Revised; be responsible for the general conduct at all local chapter meetings; and rule on rules of order, should the occasion arise, during local chapter meetings.

Other duties of the Parliamentarian, include:

* Assisting chapter members in understanding the fundamental purpose of parliamentary procedure.
* Having reference materials pertaining to parliamentary procedure available for each meeting.
* Watching for significant irregularities in parliamentary procedure and call them to the attention of the chair.

# Historian

It shall be the duty of the Historian to gather and file pictorial and factual information to be kept as permanent records of the local chapter’s activities; assist in preparing chapter news bulletins; and educate chapter members on the history of the chapter.

Other duties of the Historian, include:

* Prepare news notes and articles for publication or broadcast.
* Send news notes to local or state reporters.
* Assist in maintaining a chapter bulletin board.
* Supply material for chapter reports.

To download a Microsoft Word or PDF version visit: members.bpa.org