

CALIFORNIA FBLA, INC.

Volunteer Position Announcement

California Future Business Leaders of America, Inc., a nonprofit 501(c)(3) student organization committed to preparing today's students for success in business leadership, is seeking applications for two volunteer positions: Gold Coast Section Director and Southern Section Director. The details about the positions are provided below.

VOLUNTEER POSITION

Section Director

APPLICATION DEADLINE

June 1, 2009

REPORTS TO

Board of Directors' Chair

START DATE

July 1, 2009

RESPONSIBILITIES

Section Directors are responsible for the following activities and functions:

- Represent interests and needs of the section's chapters and members as a member of the California FBLA Board of Directors.
- Assist in guiding the student leadership of the state chapter by serving as an ex-officio member of the State Officer team.
- Lead the planning and delivery of local training sessions for local chapter officers/advisers as needed.
- Lead the activity and development of the Section Officer Team for their Section.
- Participate in the State and Section Officers' Leadership Summit in July and conduct any additional training required for Section Officers.
- Lead the planning and delivery of the Leadership Development Institute-North or South, as applicable to their Section.
- Lead the planning and delivery of a section spring leadership conference.
- Provide support and assistance to prospective, new, and existing local chapters within the Section.
- Oversee the finances of the Section, including implementing established accounting procedures, submitting financial reports, and ensuring safe and appropriate custody of Section funds.
- Prepare Section financial records for an annual audit by the state Business Manager.
- Work closely with Section Executive Council, other Section Directors, state Board of Directors' chair, Program Coordinator, and Business Manager to coordinate all Section/State activities.
- Implement Board of Directors policies within the Section.
- Communicate with the Board Chair, Section Directors, Business Manager, Business Development Manager, Program Coordinator, and Board as necessary and periodically, including to post updated projects and programs on www.cafbla.org website.

TIME COMMITMENT

The time commitment for Section Directors is flexible. However, Section Directors are expected to be able to attend and participate in the following activities (unless otherwise indicated below):

- State Officer and Board of Directors meetings
 - September or October, January (possibly), March, and May
 - Thursday evening through Saturday evening
- Leadership Development Institute
 - October-late November
 - Two sessions are held (one in North, one in South); Section Directors to attend one
 - Friday evening through Sunday morning
- State Leadership Conference
 - Mid April – early May
 - Thursday afternoon through Sunday noon
- State Leadership Summit (Section/State Officers' Training)
 - Summer (early July)
 - Sunday evening through Wednesday morning
- National Leadership Conference (Optional, but Section Directors are encouraged to attend)
 - June-July
 - 4-5 days
- Section Officer Meetings
 - As needed and scheduled by Section Director and Officers
- Section Officers'/Advisers' Training Days
 - Late August-October
 - One-day workshops; generally Saturday
 - Number and locations to be determined by Section Director and Officers
- Local Chapter Visits
 - As needed and scheduled by Section Director

QUALIFICATIONS

- Prior experience with FBLA – preferably as local or section adviser or officer, or adviser to a section or state officer
- Experience in assisting, planning, and/or administering section or state level conferences
- Demonstrated support from school administration or employer
- Appreciation of volunteerism, business, and education
- Utilization of technology and strong Internet skills
- Demonstrated ability to work effectively in a team environment
- Strong organization skills, attention-to-detail, follow through, and timeliness
- Excellent leadership skills
- Enthusiasm and passion for working with and developing future business leaders
- Four-year college degree

STIPEND

The volunteer State Officers' Adviser position is unpaid and benefits are not offered. However, the Board determines each year whether to grant a small stipend for the year, and, if so, the amount of the stipend (the most recent yearly stipend was \$3,500). This stipend is funded primarily through the California Department of Education and supplemented by California FBLA, Inc. revenue sources.

APPLICATION PROCESS

Please submit the following materials by June 1, 2009:

- Cover letter and professional resume, with emphasis on FBLA or related experience
- Statement of support from employer, including commitment to time away to attend meetings and conferences (as described under "Time Commitment" above)
- Completed Volunteer Application Form

Applicants for the Section Director positions will be considered without regard to race, color, ancestry, religion, age (40 or over), sex, sexual orientation, marital, citizenship, or veteran status, national origin, disability, medical condition (cancer or genetic characteristics), or any other basis protected by applicable law.

SUBMIT APPLICATION TO:

Judy Nunes
California FBLA Program Coordinator
P. O. Box 102
Cottonwood, CA 96022

FOR MORE INFORMATION:

Please visit www.cafbla.org. For instance, the chapters included in the Gold Coast Section and the Southern Section are listed there.

Thank you in advance for your interest and application!