



California FBLA Section Director Application Guide 2024

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 the leadership positions of Section Director. The details about the open positions are provided below.

OPEN VOLUNTEER POSITIONS

Inland Section Director

APPLICATION DEADLINE | Sept. 13th, 2024

START DATE | October 1st, 2024

REPORTS TO

CA FBLA Chief Operating Officer

ANNUAL COMPENSATION

\$5,500 for full director position
(Compensation split for co-directors)

APPLICATION PROCESS

Please submit the following materials electronically by September 13th:

- Cover letter and professional resume, with emphasis on FBLA or related experience
- Completed Application Form

SUBMIT APPLICATION AND DIRECT QUESTIONS TO:

Alyssa Gonzalez
Chief Operating Officer
coo@cafbla.org



RESPONSIBILITIES

Section Directors / Co-Directors are responsible for the following.

- Represents interests and needs of the section's chapters and members as a member of the Management Team, including attending all team's meetings.
- Assists in guiding the student leadership of the state chapter by serving as an ex-officio member of the state officer team.
- Leads the planning and delivery of local training sessions for local chapter officers/advisers as needed.
- Leads the activity and development of the Section Officer Team for their section.
- Participates in the State and Section Officers' Leadership Summit each summer and conduct any additional training required for Section Officers.
- Plans and hosts section Officer and Adviser Training Day each fall, near the start of the school year, as well as any other section events planned by the section officer team.
- Contributes and supports the planning and delivery of the Leadership Development Institute attended by the chapters in their region.
- Leads the planning and delivery of a section leadership conference and competitive events, usually taking place in February.
- Provides support and assistance to prospective, new, and existing local chapters within their section in collaboration with state office supports.
- Oversees the finances of the section, following CA FBLA business recordkeeping methods/procedures, review of financial reports with the Finance Team, filing of section receipts and contracts, and safe and appropriate custody of section funds and other assets; Provides section financials for annual audit by the state Board of Directors Audit Committee.
- Works closely with Management Team to aid in coordination of all section/state activities.
- Implements Board of Directors policies within their section.
- Communicates in a timely and complete and businesslike manner via email, web site, social media, and webinar with section field of advisers and with other members of the CA FBLA leadership teams.
- Assists in planning for and attends/supports the State Leadership Conference and Competitive Events.
- Attends the National Leadership Conference (optional) whenever possible; but especially when it takes place in California when CA FBLA is the host state.
- Is responsible for the content on their section's page on cafbla.org.



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
- Strong technology 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 and CTE Business Credential

TIME COMMITMENT

The time commitment for Section Directors is flexible. Section Directors attend/participate in the following activities (unless otherwise indicated):

Leadership Meetings and Events

- State Officer and State Management Team Virtual Meetings – Monthly
- Board and Management Team Retreat – Dates TBD
- State Leadership Summit (Section/State Officers' Training) – Summer (late June/early July); Friday through Sunday noon

FBLA Conferences

- Leadership Development Institute – October/November; Friday evening through Sunday morning
- State Leadership Conference – Mid-April; Thursday afternoon to Sunday noon
- National Leadership Conference – June/July; 4-5 days
(Optional, but Section Directors are encouraged to attend)

Section Meetings and Events

- Section Officer Meetings – Scheduled as needed 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