

# **GEORGIA PHI BETA LAMBDA**

## **State Officer Candidate Application Package**

This document serves as the application package for those wishing to serve as state officers for 2018-2019. Please review each document and complete the forms as indicated.

Each form should be filled out completely and received by Mona Williams no later than March 21, 2018.

The local chapter adviser will serve on a special committee, the State Officer Advisory Committee (SOAC). This group serves in a supporting role for the state officers and their activities. The support of the state officer by the local adviser includes ensuring transportation to the activities required of the state officer.

By signing below, you indicate that this document has been received, read entirely, and understood by the officer candidate and the local chapter adviser.

This document is divided into sections. The final page is the confirmation of the entire document; each page is to be initialed by the candidate and local chapter adviser. The sections of this document are:

- I. State Officer Candidate
  - a. Data Sheet
  - b. General Eligibility Requirements
  - c. Officer Roles
  - d. Essay Requirement
  - e. General Calendar
  - f. General State Conference Schedule
- II. Elected State Officer
  - a. PBL Code of Ethical Conduct
  - b. Financial Responsibility Information
  - c. State Officer Responsibility Agreement



### DATA SHEET

Name	
Address	
Phone	
Fax Number	
Cell Phone	
Email Address	
School Name	
School Address	
School Phone	
School Fax	
Adviser's Name	
Adviser's Email	
Adviser's Phone	
T-Shirt Size	
Polo Shirt Size	

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials

## GENERAL ELIGIBILITY REQUIREMENTS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Be enrolled in school through April 2019</li> <li>• Resume</li> <li>• Official Transcript</li> <li>• CMAP Director Level Award</li> <li>• State Officer Candidate Form</li> </ul> | <ul style="list-style-type: none"> <li>• Recommendation from local adviser</li> <li>• Letter of support from local school official (VP/Dean)</li> <li>• Participate in officer candidate interview process</li> <li>• One-Page Essay</li> </ul> |
| <ul style="list-style-type: none"> <li>• Must have the continued support of your school, local chapter, local adviser and the state executive committee</li> </ul>   |   |

## OFFICER ROLES

<p><b>President:</b></p> <ul style="list-style-type: none"> <li>• Presides over meetings according to parliamentary law</li> <li>• Appoints committees and serves as an ex-officio member to each</li> <li>• Coordinates chapter activities by maintaining contact with other officers, the membership, and the adviser</li> <li>• Maintains a good working relationship with the state advisers</li> <li>• Emphasizes attendance at GFLC</li> </ul>	<p><b>Vice President for Membership:</b></p> <ul style="list-style-type: none"> <li>• Maintains contact with geographic chapters</li> <li>• Focuses on chapters to increase membership</li> <li>• Emphasizes on Membership Madness. Mania</li> <li>• Develops membership promotion activities</li> <li>• Emphasizes chapter interaction with FBLA</li> </ul>
<p><b>Vice-President for State Projects:</b></p> <ul style="list-style-type: none"> <li>• Maintains contact with geographic chapters</li> <li>• Focuses on unique state efforts</li> <li>• Promotes completion of Awards of Merit activities</li> <li>• Promotes completion of Chapter of the Year and Adviser of the Year activities</li> <li>• Promotes District Conference attendance</li> </ul>	<p><b>Vice-President for National Projects:</b></p> <ul style="list-style-type: none"> <li>• Focuses on March of Dimes activities</li> <li>• Promotes Walk of Quarters at GFLC</li> <li>• Focuses on National PBL programs</li> <li>• Emphasizes CMAP completion</li> <li>• Promotes completion of Chapter Challenge (Super Sweeps, Non-stop November, and Action Awareness) activities</li> <li>• Promotes District Conference attendance</li> </ul>
<p><b>Vice President for Public Relations:</b></p> <ul style="list-style-type: none"> <li>• Prepares news releases and articles for publication</li> <li>• Prepares a state newsletter at least three times a year for members</li> <li>• Maintains monthly message boards with chapter photos and projects</li> <li>• Updates chapter website and sends link to national center</li> </ul>	

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials

## **ESSAY REQUIREMENT**

Submit a one page (minimum) essay, double spaced, that includes your reasons for wanting to be a Georgia PBL State Officer and your strategies for improving Georgia PBL.

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials

## GENERAL STATE CONFERENCE SCHEDULE

The Georgia PBL Executive Committee is excited that you are interested in serving as 2018-2019 Georgia PBL State Officers and State Officer Advisers (SOAC).

For the state conference in April, you will need the following information:

### Thursday, April 5, 2018

5:00 p.m. Registration (pre-function hallway, lower level of hotel): Turn into Mona Williams any items requested of you (if applicable).

### Friday, April 6, 2018

8:00 a.m. Registration (pre-function hallway, lower level of hotel): Turn into Mona Williams any items requested of you (if applicable).

8:00 a.m. Officer Candidate Interviews: Bring campaign items (as applicable to your campaign) display board, PowerPoint presentation, samples of each item to be distributed, etc.

10:00 a.m. First General Session (Grand Ballroom): You will have 3 minutes to present your campaign speech.

12:00 p.m. Campaign Booths Open: You may begin campaigning and distributing campaign items until 5:00 p.m. Remember, the voting delegates will be wearing special ribbons, usually green.

### Saturday, April 7, 2018

8:00 a.m. Campaign Booths Open: You may begin campaigning and distributing campaign items until 12:00 p.m. Remember, the voting delegates will be wearing special ribbons, usually green.

12:00 p.m. Dismantle campaign displays. You may continue to wear any campaign items but cannot distribute items except to the voting delegate seats in the Second General Session.

1:30 p.m. Voting Delegate Session (Grand Ballroom): You may place campaign items in the voting delegates' chairs PRIOR to their entrance into the session. During this session, each of you will be called to the podium, individually, and may be asked questions by the voting delegates that relate to serving as an officer and your specific qualifications. Voting will be completed during this session.

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials

- 2:00 p.m. The 2016-2017 officer team will be announced. The new officers will meet with Mona Williams immediately following this session at the front of the room to rehearse for the Awards Ceremony.
- 7:00 p.m. If elected, meet in headquarters dressed for the Awards Ceremony (Sunday best or semi-formal or formal attire will be appropriate. Please use good judgment in selecting your attire).

**Sunday, April 8, 2018**

- 9:00 a.m. If elected, officers and local advisers meet with the outgoing officers, the outgoing advisers, and the executive committee in headquarters.

**ELECTED STATE OFFICER**  
**PBL CODE OF ETHICAL CONDUCT**

A professional code of ethical conduct fits somewhere between morality, manners, and the law. Its purpose is to govern the conduct of an organization, its officers, and its members. PBL Officers and members should agree to abide by the following code of ethical conduct:

1. Always remember that you are representing PBL and you should never allow your behavior to be in question.
2. No alcohol or drugs are allowed at any time you are associated with any PBL activity or conference.
3. If faced with a questionable situation, if there is any doubt in your mind, then don't participate.
4. At all times you must adhere to the PBL dress code, unless otherwise notified.
5. You should always be considerate of others and be willing to help in times of need.
6. You should always use appropriate language.
7. You should always be discreet while smoking and be mindful of those who don't smoke.
8. You should always practice honesty and integrity in everything you do.
9. You should always practice confidentiality when indicated to do so by the Executive Committee.
10. As an officer, you should take responsibility for the duties of your office. You should be a team player.
11. You should be dependable and on time in all situations.
12. Set your cellphone to vibrate while in meetings or conferences.

**It must be totally understood that the PBL Executive Committee will not tolerate inappropriate behavior.**

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials

**ELECTED STATE OFFICER**  
**FINANCIAL RESPONSIBILITY INFORMATION**

**Accommodations**

Georgia PBL pays for:

District (hotel stay the Thursday night prior)

State Conference (hotel stay beginning Thursday at 1PM)

The home college pays for:

May/June Officer Selection Weekend

National Conference

Technical College System of Georgia pays for:

Georgia Fall Leadership Conference (beginning Thursday at 1PM)

**Registration**

Georgia PBL pays for:

State Conference

District, if NOT competing

The home college pays for:

May/June Officer Selection Weekend

National Conference

District, if competing

Georgia Fall Leadership Conference

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials



**Travel**

To represent GA PBL at activities and events not organized and scheduled by GA PBL, these guidelines must be followed:

1. Activity/event is approved by the GA PBL Executive Committee
2. Your local adviser(s) is/are informed of the activity/event and your school approves your attendance and travel since your school is responsible for your transportation when you attend activities/events representing GA PBL  
or  
Your local adviser(s) is/are informed of the activity/event and your school gives you permission to provide your own transportation
3. Your school guidelines determine **if** your local adviser must travel with you to GA PBL approved activities/events
4. GA PBL Executive Committee is informed of your travel arrangements (transportation, location, departure/arrival times, etc.)

**Uniforms**

The cost of the blazer, ascot or tie, and officer pin is the responsibility of the home college. If the officer completes his or her term, Georgia PBL will reimburse that cost.

**Meals**

Meals for all trips are the responsibility of the candidate or the home college.

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials

**GEORGIA PHI BETA LAMBDA****ELECTED STATE OFFICER RESPONSIBILITIES AGREEMENT**

I understand my Phi Beta Lambda responsibilities as defined by my organization handbook. I have received, printed, and reviewed the tentative calendar for 2018-2019 and understand I must attend every event for my organization (Presidents' Council, and the district, state and national conferences), State Officer selection, and the Fall Leadership Conference.

I understand that I will work with my officer team to complete a Program of Work for the year to be completed by September 1, 2018.

I understand that I will conduct myself in a manner befitting a Phi Beta Lambda Officer since I understand that whether I am in uniform or not, members still look to me for leadership

I understand that failure to attend any of these meetings, failure to maintain my current enrollment status, or failure to meet any of the specific guidelines for my office will result in the forfeiture of my office. I must have the continued support of my school, local chapter, local adviser, and Georgia PBL Executive Committee to be a state PBL officer.

I will faithfully do my best to represent Georgia Phi Beta Lambda.

I understand that to be a State Officer, my PBL dues must have been paid and that I must be enrolled in school through April 30, 2019, and maintain a good standing status.

I understand that I **must attend every scheduled event** and represent my organization with professionalism and integrity, including following the Georgia PBL Code of Ethical Conduct and the PBL National Dress Code.

I understand that below is a list of the events that I must attend beginning immediately:

1. April/May—Executive Board and Committee Meeting (Saturday meeting)
  - a. Warner Robins
2. May/June—Officer Selection (Thursday-Sunday)
  - a. TBA, recently Unico
3. October—Georgia Fall Leadership Conference Rehearsal (Saturday)
4. November—Georgia Fall Leadership Conference (Thursday-Sunday)
  - a. Recently Atlanta
5. February—District Conference (Thursday-Friday)
  - a. Location tba
6. March—District Conference (Thursday-Friday)
  - a. Location tba
7. April—Georgia State Conference (Thursday-Sunday)
  - a. Atlanta
8. May—Executive Board and Committee Meeting (Saturday meeting)—outgoing president requested attendance and other officers are welcome

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials

a. Warner Robins

9. June/July—National Leadership Conference (outgoing president)

I understand that there could be other events that I also must attend as requested by the Georgia State Executive Committee.

I understand that my local chapter or local college must be responsible for purchasing from the Market Place the following items---Officer Blazer, Officer Tie/Ascot, Officer Pin, and must provide transportation to and from the above-referenced events, as well as other activities at which I represent GA PBL. If I complete my term, reimbursement will be provided for my uniform and pin.

I understand that if for any reason I am unable to complete my term of office, I will return all items provided to me. If these items are not returned, I hereby agree to reimburse Georgia Phi Beta Lambda (PBL) for the cost of unreturned items.

I understand that my term of office will begin at the current Georgia State PBL Conference and end at the next Georgia State PBL Conference.

I understand that any communication sent to state members or advisers must be approved by my local adviser and the State Executive Committee.

I understand that failure to abide by any of the above responsibilities could result in the forfeiture of my office.

\_\_\_\_\_Candidate initials

\_\_\_\_\_Local chapter adviser initials

**As the adviser of this State Officer**, I fully support the above agreement and understand that I am completely responsible for the conduct of this officer that I have nominated for the officer position. I also accept the responsibility of ensuring that the officer attends all required events.

As a **Georgia Phi Beta Lambda State Officer**, I hereby understand and accept my responsibilities. I have read and understood this document.

Officer Name \_\_\_\_\_

Officer Signature \_\_\_\_\_

Local Adviser Name \_\_\_\_\_

Adviser Phone and Email \_\_\_\_\_

Local Adviser Signature \_\_\_\_\_

State Executive Director Signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ Candidate initials

\_\_\_\_\_ Local chapter adviser initials