### State Officer Leadership Team (SOLT) Candidate Information

#### Local BPA officers who are interested in serving as a member of the SOLT should read the information provided below and carefully consider the responsibilities a state office require. Upon careful consideration, complete the State Office Candidate Application online at <https://goo.gl/forms/nZnVCeLo59Dmwh472>.

#### *Applications are due by Wednesday, January 10, 2018 no later than 5:00 pm.*

#### With an organization of over 21,000 students and teachers, membership on the State Officer Leadership Team is not to be taken lightly. Business Professionals of America State Officers have two types of responsibilities, overall responsibilities, and those unique to the position.

#### Definition and Role

State officers are known collectively as the **"SOLT."** They are the student representatives for the entire membership. They represent the state organization at various conferences and meetings throughout the state during their term of office and may make recommendations to the Board of Directors. They are in charge of all meetings at the State Leadership Conference.

#### Structure

The SOLT is composed of six (6) officers who are elected annually at the State Leadership Conference.

**Secondary**

President

Vice President

Secretary

Treasurer

Parliamentarian

Historian

#### Duties

The elected officers shall perform the duties provided in this section and such other duties as are prescribed for the office in these bylaws, by the SOLT, or in the adopted parliamentary authority.

1. Duties of the President. The President shall:
   1. Attend all scheduled meetings and activities
   2. Set an agenda in conjunction with the State and/or Assistant Advisor and distribute it to all officers no less than a week prior to all meetings
   3. Preside at all SOLT and/or State Association business meetings;
   4. Conduct meetings following correct parliamentary procedure and guide discussion of issues and concerns
   5. Appoint all committee chairmen, and members when necessary and appropriate;
   6. Develop, in collaboration with the State Advisor(s), the SOLT program of work for the term of office;
   7. Collect, compile, and consolidate SOLT monthly reports
   8. Represent the student membership on the State Board of Directors
   9. Promote the general welfare of Business Professionals of America.

1. Duties of the Vice-President. The Vice-President shall:
   1. Serve in any capacity as directed by the President;
   2. Serve as an ex-officio member of all committees.
   3. Accept the responsibilities of the President as occasions may demand
   4. Verify Torch Awards;
   5. Promote the general welfare of Business Professionals of America.

1. Duties of the Secretary. The Secretary shall:
   1. Serve in any capacity as directed by the President;
   2. Record the minutes of all meetings of the membership and SOLT and distribute the minutes appropriately within one week following the meeting
   3. Preside in the absence of the President and the Vice-President;
   4. Promote the general welfare of Business Professionals of America.
   5. Utilize social media tools to maintain ongoing communications with the State’s BPA population

1. Duties of the Treasurer. The Treasurer shall:
   1. Serve in any capacity as directed by the President;
   2. Present financial membership reports for the Division;
   3. Review the record of all deposits and withdrawals of the State of Association with the State Advisor;
   4. Promote the general welfare of Business Professionals of America
   5. Facilitate organization, planning, and implementation of the state fundraising activities.

1. Duties of the Parliamentarian. The Parliamentarian shall:
   1. Attend all scheduled meetings and activities
   2. Serve purely as an advisor or consultant who advises the President and other officers, committees, and members on matters of parliamentary procedure.
   3. Promote the development, general welfare, and growth of Business Professionals of America.
   4. Facilitate the development of the NLC T-Shirts and Spirit item
2. Duties of the Historian. The Historian shall:
   1. Maintain the Business Professionals of America yearbook;
   2. Collect information and material which will be of value in recording the history of Business Professionals of America;
   3. Obtain material from each officer and each chapter regarding activities and events and publish an online monthly State Newsletter
   4. Promote the general welfare of Business Professionals of America
   5. Receive candidate submissions for the Pin Contest

The above include only a sample of the major responsibilities of each officer. They are by no means to be considered a complete and exclusive listing.

#### Responsibilities

State Officers must comply with policies and procedures as established by the Board of Directors. Specifically, state officers shall:

* Attend all meetings as scheduled *(held in Dover)*:

**State Officer Meetings – 2018 - 2019**

**Summer Leadership Training *(overnight stay)* June 2018**

**BPA Board of Directors Meetings** *(President only)* **June & September 2018,**

**January 2019**

**State Officer Leadership Meetings, TBA August, 2018 – April, 2019**

**Fall Leadership Conference *(overnight stay)* TBD**

**Winter Planning/SOLT Information Session January 2019**

**State Leadership Conference *(overnight stay)* February 2019**

**Location: TBD**

**National Leadership Conference (optional) May 2019**

**Anaheim, CA**

* Provide guidance, leadership, and inspiration to all members.
* Represent the views of the membership, not those of the individual officer.
* Maintain correspondence with typed, proper style communications.
* Wear the Organization's official blazer when representing Business Professionals of America and when traveling by public transportation.
* Submit a monthly report of participation in Organization activities to the SOLT Advisor.
* Fulfill their responsibilities but shall not let them interfere with continuing their education.
* Participate in competitive events at the FLC and SLC.
* Forward all requests for services to the SOLT Advisor for scheduling.
* Notify the SOLT Advisor immediately of circumstances which prevent carrying out an assignment.
* Be reimbursed for expenses incurred while performing approved services for the State Association.
* Be available to represent the organization as requested and approved by the State Association.
* Abide by the Code of Ethics as established by the Board of Directors.