



BUSINESS
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BPA Staff Roles & Responsibilities

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SOLT Advisor

The SOLT advisor is responsible for managing the state officer leadership team, conducting ongoing professional development; updating the SOLT manual; conducting meetings; managing social media accounts; reviewing monthly reports; managing buddy school assignments; managing updates to all scripts and workshops; managing SOLT and SOFAD applications; supervising Torch Award review process; managing supplies and inventory in the warehouse; preparing orders for uniforms (including pins and name badges) and officer supplies (bags, business cards, etc.); chaperoning SOLT at FLC and SLC; prepping SOLT for Legislative Appreciation Day; providing an end-of-term performance review for each officer which can include a letter of reference if applicable; and preparing a reflection for the debrief meeting. This is a paid position

Judge/Proctor Manager

Staff members, BOD members, SOLT members, and advisors are responsible for recruiting judges and following the established protocol. The Judge/Proctor Manager is responsible for mapping judge requirements; organizing recruitment of judges; publicizing the judge/proctor protocol; making at least two (2) contacts with judges; conducting the judge and proctor training; providing a database of confirmed judges and proctors; collaborating with Assistant State Advisors; assigning pre-submit and presentation judges; setting up judge/proctor orientation and registration; conducting judge and proctor welcome at SLC; designating BOD member or advisor to check-in judges and proctors (these volunteers will check on judges periodically throughout the day); designating BOD member or advisor to collect judge and proctor packets and check-out; and preparing a reflection for the debrief meeting. This is a paid position.

Data Manager

The Data Manager is responsible for remaining current on the DLG platform for registration and event scoring; maintaining scoring reports; managing all scoring; and preparing a reflection for the debrief meeting. This is a paid position.

Assistant State Advisors

The Assistant State Advisors (Middle Level and Secondary Level) will be responsible for determining competitive event schedule and sections; conducting advisor's meetings, State Testing Day, and State Grading Day; serving as a liaison between advisors and the state and national staff; managing the website with a minimum of monthly updates; setting up

conference sites (registration and pre-submits); preparing conference registration packets; collecting advisor verification forms; administering, collecting, and compiling advisor, student, proctor, and judge evaluations (FLC and SLC); producing SLC program and signs; managing state t-shirt and pin orders; creating and distributing certificates for students (FLC, SLC and NLC); selecting the state spirit item; conducting state meeting at NLC; serving as lead advisor at NLC as required; and preparing a reflection for the debrief meeting. This is a paid position.

BOD/Advisor Volunteers

The following responsibilities will be managed by the chair of the BOD. The chair of the BOD is responsible for completing or recruiting volunteers who will prep and facilitate BOD meetings; updating the chapter manual; updating advisor contact information throughout the year; printing backup copies of competitive and open event documents (SL for ML documents / ML for SL documents); assisting with Grading Day; assisting with SL setup and breakdown; finalizing and confirming workshop presenters and vendors; assisting with judge/proctor onsite registration; helping chaperone SOLT at SLC; and preparing a reflection for the debrief meeting.

State Advisor

The State Advisor is responsible for the overall management of the BPA, Delaware Association which includes maintaining the budget and reporting to the fall Advisor's and BOD meetings; preparing correspondence and press releases; posting information and resources to Schoology; determining staffing and conference needs; managing the Special Recognition awards; ordering all SOLT uniforms, supplies, and materials; securing venue and housing for SLC; overseeing all conference activities; providing an end-of-term performance review for each staff member/volunteer which can include a letter of reference if applicable; and conducting a debrief meeting at the end of the conference year.