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**THE DUTIES AND RESPONSIBILITIES OF PENNSYLVANIA
BUSINESS EDUCATION ASSOCIATION LEADERS**

Revised: March 2010

PRESIDENT

The PRESIDENT shall:

Act as Chairperson of the Executive Board.

Act in behalf of the Executive Board to grant approval in emergency situations.

Plan and schedule regular meetings which are held at least four times per year. A winter, spring, summer and fall meeting should be scheduled. Other meetings are to be scheduled at the President's discretion. Meetings may be conducted via telephone.

Invite the following board members to attend the meetings: President-Elect, Vice President, Treasurer, Secretary, Immediate Past President, Media Chairperson, Historian/Awards Chairperson, Membership Chairperson, State Supervisor of Business Education, and standing committee chairpersons deemed necessary by the President.

Send notice and agenda for each meeting to the Executive Board.

Appoint the following within one month after installed in office: Membership Chairperson, Historian/Awards Chairperson, Publications Editor, Legislative Committee Chairperson, and any other chairperson necessary to conduct the affairs of the organization.

Distribute a roster, prepared by the Secretary, of the new Executive Board at the first meeting.

Forward a list of officers and pictures, if appropriate, to state and national organizations, periodicals, and the Media Chairperson.

Coordinate the publication of the statewide conference in business communications: *Pennsylvania Business Education Directory, Business Education Forum, Techniques, Journal of Business Education*, etc., newspapers of general circulation, radio and television as deemed appropriate or requested by the president. The Secretary shall also coordinate with the Media Chairperson to publicize the conference on the PBEA web site.

Prepare a President's message for each issue of the *PBEA Journal*.

Assume the conference responsibilities for preparing the President's message for the conference program, appointing a parliamentarian for the annual meeting, and installing the newly elected officers during the conference banquet. Also he/she shall issue a written invitation to the Past Presidents to attend the annual conference and order past president pins as necessary.

Present the past president's pin to the outgoing Immediate Past President at the conference luncheon.

Orient the incoming president to the duties of that office and turn over all materials at the conclusion of the conference.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

PRESIDENT-ELECT

The PRESIDENT-ELECT shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.

Conduct PBEA meetings in the absence of the President.

Act as chairperson of the conference and assume responsibilities of planning the PBEA conference, preparing a tentative conference budget to be submitted to the Executive Board at the first meeting of the new fiscal year, appointing conference sub-committees, and coordinating their activities. Act as host during the conference luncheon.

Be responsible for the Summer Board Meeting, which will include conference information, nominations for officers and timely information, and forward conference information to the Association's Media Chairperson for inclusion in the PBEA web site.

Prepare a profit and loss statement of the conference outcome and present it at the board meeting following the conference.

Orient the incoming President-Elect to the duties of that office. Turn over all materials at the conclusion of the conference and review details of conference income, expenses, and format.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

PBEA also will pay a set amount, the amount to be decided by the Executive Board, for attending the National Business Education Association's annual conference.

VICE PRESIDENT

The VICE PRESIDENT shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.

Recommend the site and dates for the PBEA conference for two years hence and confirm the location with board approval.

Assume conference responsibilities of introducing the head table and Executive Board at the banquet.

Prepare a report for the annual business meeting concerning the conference date and site to be held two years hence.

Orient the incoming Vice President to the duties of that office and turn over all materials at the conclusion of the conference.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

TREASURER

The TREASURER shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.

Keep liability insurance updated. This is currently included in the conference liability insurance.

Record the financial activities of PBEA including all income and expenses.

Prepare a financial statement for the first Executive Board meeting and for publication in the *PBEA Journal*. The outgoing Treasurer shall prepare this fiscal statement for his/her year as Treasurer.

Prepare a Treasurer's Report for each Executive Board meeting. The Treasurer's Report should include actual spending figures to date, the budget figures, and a measurement of both favorable and budget variances.

During the Treasurer's term of office, he/she will establish a checking and/or savings account, which will be maintained by the Treasurer. The Treasurer will be allowed to select the bank of his/her choice. A second officer's signature shall be required on all vouchers for PBEA members' expenses.

Prepare a tentative budget for the present fiscal year for discussion at the second meeting of the executive board. This budget should be detailed to show amounts for Executive Board activities.

Record the financial activities of the conference.

Assume the conference responsibility of preparing a summary of the Treasurer's Reports for the year. All dues, convention registrations, and any other income, both cash and checks, should be forwarded to the Treasurer.

Maintain a file of all bank statements, canceled checks, receipts, and expense vouchers.

Orient the incoming Treasurer to the duties of that office and turn over all materials after all conference financial records have been cleared.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

SECRETARY

The SECRETARY shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should notify the president in advance.

Maintain/update a list of Executive Board Members.

Maintain an accurate record of the business transacted at all Executive Board and PBEA meetings. A copy of the minutes should be e-mailed to the members of the Executive Board in advance of the next meeting.

Handle correspondence which the President or Executive Board may direct.

Maintain a reference file of Minutes, Treasurer's Reports, committee reports, conference reports.

Orient the incoming Secretary to the duties of that office and turn over all materials at the conclusion of the conference.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

IMMEDIATE PAST PRESIDENT

The IMMEDIATE PAST PRESIDENT shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.

Update the *Duties and Responsibilities Handbook*, when necessary, and present it to the Executive Board at the second meeting.

Serve as chairperson of the nominating committee. Select a committee and delegate responsibility to the members of the committee.

Present the committee's nominees for office at the second Executive Board meeting for approval. One or more nominees should be named for the office of Vice President and Treasurer or Secretary.

Prepare a ballot for the election of officers.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

Media Chairperson

The Media Chairperson shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.

Design and maintain PBEA web page on a timely and continuous basis.

Appoint, when appropriate, assistants to help with preparation, publication, and distribution of the *PBEA Journal*.

Secure cost estimates of printing publications and submit these costs at the Executive Board meeting for approval.

Set deadlines to receive items for inclusion in *PBEA print and web materials*.

Stay current with technological practices and how they relate to business education at all levels.

Submit an article on technology for each issue of the PBEA Newsletter.

Develop and maintain a list of other technology resources.

Orient the incoming media chair to the duties of the office and turn over all materials at the conclusion of the conference.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

HISTORIAN-SCHOLARSHIP/AWARDS CHAIRPERSON

The HISTORIAN-SCHOLARSHIP/AWARDS CHAIRPERSON shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.

Chair the scholarship/awards committee appointed by the President.

Contact in writing each of the chairpersons of the colleges and universities offering four-year business teacher certification of the availability, criteria, and deadline for applying for the PBEA scholarship.

Review all applications received by an appropriate deadline as set by the Scholarship Chairperson and report the recommendations of the scholarship committee at the summer or early fall meeting of the Executive Board.

Receive nominations for the Educator of the Year and Friend of Business Awards and apply guidelines set forth in the nomination application.

Send the records and supplied materials of all nominees along with a rubric to the members of the Awards committee. Each committee member shall review said records and materials and complete the rubric, which shall be mailed back to the Chairperson for tallying.

Order the Educator of the Year and Friend of Business Awards and deliver them to the conference for presentation.

Maintain a supply of past president's pins and arrange for presentation at the conference and have banner available for display.

Submit four weeks prior to the conference the information on the awardees to the conference chairperson to be included in the conference program.

Present awards and scholarship at the conference luncheon.

Prepare an article concerning the awards and scholarship recipients and submit the article for PBEA publication.

Update the history of PBEA, people, places, and events.

Secure from the Executive Board and PBEA membership materials and information to add to the library files of PBEA now retained by the Historian.

Orient the incoming Historian-Scholarship/Awards Chairperson to the duties of that office and turn over all materials at the conclusion of the conference to the incoming Chairperson or to the President if not reappointed.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

LEGISLATIVE CHAIRPERSON

The LEGISLATIVE CHAIRPERSON shall:

Chair the legislative committee appointed by the President.

Keep abreast of State legislative matters as they pertain to business education and disseminate information to the Executive Board and membership.

Interpret legislation and present an interim report at each Executive Board meeting.

Present an annual report of legislative activities to the membership during a legislative session at the PBEA conference.

Provide legislative updates to the general membership in the *PBEA Journal*.

Recommend, initiate, and take appropriate steps for legislative action at the state level.

Initiate calls to legislative action by the general membership when such action is deemed necessary to support business education at the state level.

Organize task forces to prepare PBEA position statements as needed with representation from the eastern, central, and western parts of the state.

Represent the PBEA at Department of Education, State Board of Education, and Congressional meetings and hearings.

When requested to do so, represent the PBEA by sitting on other career and technical education boards such as the Pennsylvania Association for Career and Technical Education (PA-CTE) Board. When such representation has a dues prerequisite, expenses will be paid by PBEA.

Subscribe to appropriate publications.

Keep a written record and file of all legislative correspondence, position statements, journal articles, newsletter articles, board reports, and annual reports.

Orient the incoming Legislative Chairperson to the duties of that office and turn over all materials at the conclusion of the annual conference.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

MEMBERSHIP CHAIRPERSON

The MEMBERSHIP CHAIRPERSON shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.

Keep the Executive Board informed of membership activities.

Develop and initiate an annual membership drive in order to encourage membership.

Seek the approval of the President before membership materials are produced.

Attempt to maintain a list of business education teachers and schools offering business education in the state. Assistance can be obtained from the publishing companies and Pennsylvania Department of Education directories.

Print cards for membership acknowledgment. Have receipts available for those who need them.

Send out membership renewal information and applications annually to all schools and business teachers in the state.

Maintain accurate records of members and submit a current membership report at each Executive Board meeting.

Receive and send dues and membership lists to the Treasurer.

Prepare address labels to be used to mail PBEA materials.

Prepare a membership report in writing for the conference.

Orient the incoming Membership Chairperson to the duties of that office and turn over all materials at the conclusion of the conference.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable from other sources.

REGIONAL DIRECTOR

The REGIONAL DIRECTORS shall:

Serve on the Executive Board and attend all meetings. If unable to attend, should send a written report for presentation.

Be appointed by the President to serve on at least one standing committee.

Work with the Membership Chair in recruiting PBEA membership and maintaining an up-to-date directory of regional members.

Submit an article, when appropriate, for publication in the PBEA Newsletter regional concerns or activities.

Solicit regional viewpoint of PBEA matters.

Present regional viewpoint at PBEA board meetings.

Attempt to hold and promote one regional meeting or workshop per year.

Report on regional activities at General Membership Meeting of the annual conference.

Orient the incoming Regional Director to the duties of that office and turn over all materials at the conclusion of the conference.

Expenses will be approved by the Executive Board and paid by PBEA for attending the Executive Board meetings and the conference if not reimbursable by other sources.

Publish one Newsletter per year.