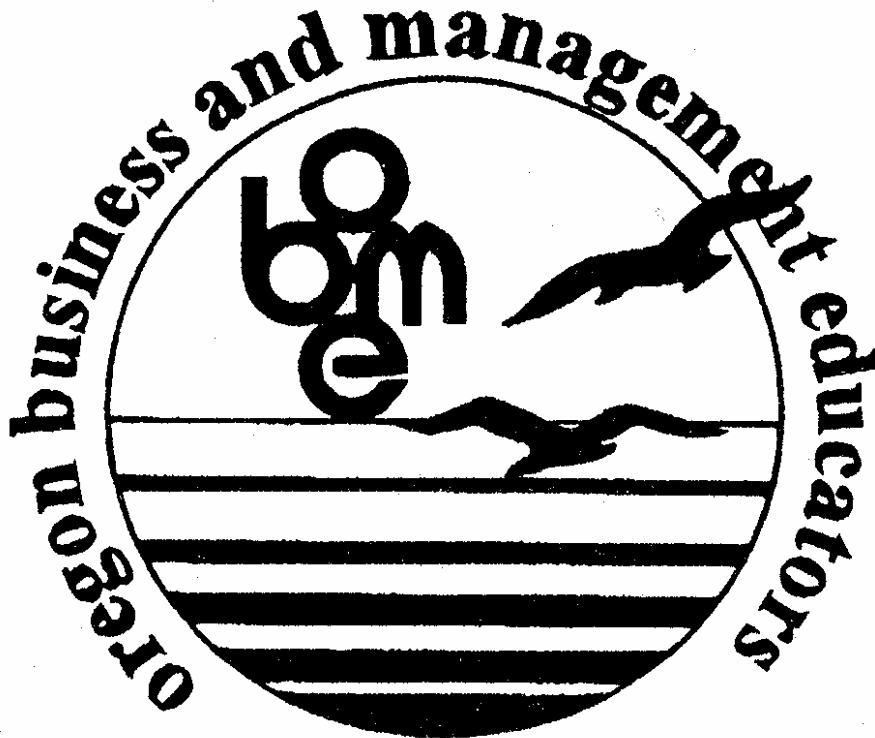


Oregon Business and Management
Educators



Handbook

Revised August 2007

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August, 2007

Oregon Business and Management Educators Handbook

OBME Executive Board

The OBME Executive Board shall include the president, president-elect, secretary, treasurer, consultant, and membership director of OBME.

Duties:

1. Meet before each OBME Executive Council meeting to review the agenda which was prepared from suggestions presented by council members.
2. Meet in special session as needed when called by the president.
3. Invite special consultants to meetings if needed.
4. Make recommendations to the OBME Executive Council as needs arise.
5. Assist the president and treasurer in formulating the proposed annual budget.
6. Prepare a program of work for the current year.

OBME Executive Council

Voting Members Elected or Appointed

The OBME Executive Council is the functioning body of OBME. It shall consist of the elected officers, consultant, the membership director, secondary correspondents, higher education representative, college representative, retired representative, the state specialist of business and marketing, FBLA and DECA, and chairpersons of standing and ad hoc committees. All Council members will have voting privileges, except for Ad Hoc committee chairs and executive directors of student leadership organizations.

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Meet at least three times annually.

3. Approve meeting dates and places of OBME conferences.
4. Approve the time and place of the council meetings.
5. Arrange for the presentation of awards of recognition.
6. Act on recommendations presented to the OBME Executive Council.
7. Review the budget and make recommendations to the treasurer.
8. Review and act on appointments made by the president or OBME Executive Board.
9. Review, revise, if necessary, and implement the program of work as presented by the OBME Executive Board.
10. Encourage and promote professional growth of business educators.
11. Promote membership in OBME, WBITE, NBEA, and ISBE.

President
(One-year term, elected by OBME members)

Duties:

1. Maintain current membership in OBME. Must be member of WBITE/NBEA.
2. Preside at OBME Executive Board meetings, OBME Executive Council meetings, and the annual meeting.
3. Conduct a summer planning session to develop a Program of Work and prepare the proposed budget.
4. Appoint the standing committee chairpersons for the OBME Executive Council and other appointments as needed.
5. Fill vacancies as needed.
6. Develop the agenda for the OBME Executive Board meetings.
7. Assist in setting up the agenda for the OBME Executive Council meetings.
8. Serve as or appoint a liaison person between OBME and other professional organizations.
9. Assist annual Conference Chair.

10. Secure facilities and Annual Conference chair(s).
11. Answer correspondence sent to OBME.
12. Represent OBME at special functions throughout the school year.
13. Serve as an official delegate to the WBITE Conference as a voting member to WBITE Board and nominating committee. Prepare the Oregon Report for the annual WBITE Executive Board meeting. Duplicate enough copies for WBITE Executive Board. Provide the 40 members of the WBITE Executive Board with a token gift representing Oregon.
14. Attend NBEA Convention as a representative of OBME.
15. See that the recommendations and motions of the OBME Executive Council are carried to completion.
16. Act as an ex-officio member of every committee.
17. Coordinate efforts with the secretary in maintaining records control for present and future use.
18. Write a president's message for inclusion in each of the *OBME Bulletins* and on the Web site.
19. Coordinate efforts for ordering stationery, brochures, etc.
20. Coordinate efforts of treasurer to maintain proper control of monies – approval of questionable items, adjustments of budgeted amounts, etc.
21. Act as contact person between OBME and individuals or groups who are interested in research activities.
22. Keep the OBME president procedures manual organized and up to date (manually or electronically) and pass on to the incoming president at the spring council meeting.

President-Elect
(One-year term, elected by OBME members)

Duties:

1. Maintain current membership in OBME. Must be member of WBITE/NBEA.
2. Attend all OBME Executive Board meetings, OBME Executive Council meetings, summer planning meeting, and annual meeting.

3. Serve as Communications Director for the newsletter editor, Web coordinator, correspondents, and other communications.
4. Serve as liaison for committees.
5. Appoint Conference Chair for the next year's conference.
6. Perform the duties of the president when necessary.
7. Serve as an official delegate to WBITE Conference as a voting member to WBITE Board.
8. Keep the OBME president-elect procedures manual organized and up to date (manually or electronically) and pass on to the incoming president-elect at the spring council meeting.
9. Order plaque for outgoing president and organize passing of the gavel.
10. Attend WBITE presidents-elect training at annual WBITE conference.
11. Attend NBEA presidents-elect training at annual NBEA convention.

Secretary
(Two-year term, elected by OBME members)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Board meetings, OBME Executive Council meetings, summer planning meeting, and annual meeting.
3. Record, transcribe, duplicate, and/or distribute the council minutes to the council members within 30 days following meetings.
4. In cooperation with the president, send council minutes, agenda, and meeting notice to council members within approximately 30 days prior to each meeting, indicating the time and place of each OBME Executive Council meeting.
5. Help process correspondence.
6. Prepare an Executive Council directory showing school and home addresses and phone numbers. Distribute copies to each OBME Executive Council member. Keep this directory up-to-date.

7. Make sure each OBME Executive Council member has a copy of the Bylaws and a copy of the Handbook of Duties and Responsibilities and make sure each is updated when directed by the president.
8. Maintain and provide stationery to OBME Executive Council members.
9. Keep an organized notebook (manually or electronically) of minutes and other records for future reference and pass to incoming secretary at the spring meeting.
10. Keep all minutes, printed pieces, etc. that should be kept for future reference. These items should be turned over to the president or secretary for safekeeping as part of the permanent records; the secretary and president should coordinate their efforts in maintaining records control.
11. Provide a copy of minutes of each OBME Executive Council meeting to the *OBME Bulletin* editor.

Timelines

Before September meeting:

- Update council directory. Make 25 copies for council members.
- Prepare/update Program of Work. Make 25 copies for council members.
- Take minutes during the Summer Planning meeting. Distribute to Executive Board.
- Update name cards for use during meetings.

Before every meeting:

- Prepare and e-mail meeting notices to all council members. Include copies of previous meeting minutes, map of location, and cost of meal.
- Photocopy (or help prepare) agenda.

During meetings:

- Bring extra copies of minutes.
- Bring name cards for each council member
- Have motion forms available.
- Take roll.
- Update council directory.

Treasurer

(Two-year term, elected by OBME members)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.

2. Attend all OBME Executive Board meetings, OBME Executive Council meetings, summer planning meeting, and annual meeting.
3. Maintain an interest-bearing checking and/or savings account.
4. Update authorized checking account signature cards for treasurer and president.
5. Promptly forward monies to the offices of other associations.
6. Promptly deposit all monies received.
7. Promptly prepare a check for each expense sheet received.
8. Promptly record receipts and disbursements of monies and classify them to correct accounts.
9. Be responsible for paying bills submitted with the OBME Executive Council's recommendation for payment or as approved by the OBME budget.
10. Consult the president about questionable bills and balance of budgeted items.
11. Bring to the attention of the OBME Executive Council budget items that need revision.
12. Reconcile the bank account upon receipt of the bank statement.
13. Maintain the treasurer's supplies.
14. Work with OBME Executive Board at the summer planning meeting in drawing up a proposed budget for the following year.
15. Present the proposed budget at the fall OBME Executive Council meeting.
16. Present at each OBME Executive Council meeting a statement showing the amount of money budgeted for each item, amount expended, and balance remaining.
17. The outgoing treasurer shall see that the books are in the hands of a reviewer prior to the fall council meeting.
18. Present the reviewer's report at the winter council meeting.
19. At the summer planning session, present a comparison budget for the last two years. The comparison budget includes the amounts budgeted for both years and the actual amounts spent for the prior year.
20. Provide each council member with a supply of expense sheets as needed.

21. Verify membership with the Membership/Directory Director.
22. Assist the incoming treasurer with closing the books.
23. Purge documents more than seven years old.
24. Keep the OBME treasurer financial documents up to date and pass to incoming treasurer at the spring council meeting.

Elections Director
(One-year term, appointed by president)

Duties:

1. Be responsible for the annual election of OBME officers and representatives and any proposed bylaws amendments and other election processes.
 - a. Chair the elections committee.
 - b. Appoint two OBME members to serve on the elections committee.
 - c. Present a slate of candidates at the Annual OBME business meeting.
 - d. Prepare and send a secure ballot (including information about each candidate) to all OBME members.
 - e. Elections will be completed by December 31.
 - f. Inform the nominees of the election results as soon as possible after the results are validated.
 - g. Present a copy of the election results to the OBME Council at the winter meeting.
2. Be responsible for the training of newly elected officers and correspondents prior to their assuming the position.
3. Perform other duties as assigned.

Consultant
(Three-year term, elected by the OBME Executive Council
at spring council meeting)

The consultant shall be a person elected by the OBME Executive Council to give professional advice and/or service to the organization.

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.

2. Attend all OBME Executive Board meetings, OBME Executive Council meetings, summer planning meeting, and annual meeting.
3. Serve as a member of the OBME Executive Board and OBME Executive Council.
4. Be on call to assist the OBME Board/Council in any manner all year.
5. Be available to assist the president and offer suggestions and/or solutions.
6. Be willing to complete any tasks assigned.
7. Be available to provide historical data about OBME.
8. Be supportive of the OBME Board/Council in all matters.
9. Initiate the transfer of procedures manuals between outgoing and incoming council members at spring council meeting.

Membership/Directory Director

(Three-year term, appointed by the president and approved by the Executive Council)

Duties:

1. Maintain current membership in OBME. Must be member of WBITE/NBEA.
2. Attend all OBME Executive Board meetings, OBME Executive Council meetings, summer planning meeting, and annual meeting.
3. Be responsible for membership activities for OBME andWBITE/NBEA.
4. Attend WBITE/NBEA conferences and training sessions.
5. Encourage attendance at NBEA Convention to attend Membership Directors' Workshop.
6. Report to OBME Executive Council on membership activities.
7. Maintain an up-to-date database of business educators.
8. Maintain an up-to-date database of OBME members.
9. Distribute dues statements to all current members. The notices should be mailed prior to the end of the school year with a reminder the dues year begins July 1. Need to decide what is best on these mailings.

10. Obtain and distribute current literature about state and national membership through a conference membership table, the *OBME Bulletin* and/or through special mailings.
11. Submit membership report to OBME president for annual report to WBITE.
12. Contact OBME and WBITE/NBEA members who have not renewed and encourage them to join.
13. Work with OBME Treasurer to keep accurate records of members.
14. Perform other duties as assigned.
15. Keep the OBME membership directory organized and up-to-date and pass to incoming membership/directory director at the spring council meeting.

Conference Chair
(One-year term, appointed by OBME president-elect)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Board meetings, OBME Executive Council meetings, summer planning meeting, and annual meeting.
3. Be responsible for the Annual Conference using the Conference Handbook as a guide.
4. Update conference planning handbook.
5. Maintain records of the Annual Conference (manually or electronically) and then pass them to the next Conference Chair.

Awards Director
(One-year term, appointed by the OBME president)

1. Chair the Awards Committee (see Awards Committee information later in this handbook) and present appropriate awards in the following categories:
 - A. Teacher of the Year – Secondary
 - B. Teacher of the Year – Postsecondary
 - C. Distinguished Service Award
 - D. Administrator of the Year Award
2. The Awards Committee will be comprised of

- a. Awards Director
- b. Business educators/administrators as follows: Two secondary teachers, two postsecondary teachers, and an administrator. The Awards Committee members will be selected by Awards Director and will remain anonymous.

Nominee qualifications:

- Be a member of OBME (with the exception of the Administrator of the Year).
- Be nominated by an OBME Council member, a colleague, a student, or an administrator.
- Complete application and prepare requested materials.

Process of nominating and selecting awardees:

- Committee writes and updates nominee criteria.
 - Request for nominations should appear in the Fall/Winter *OBME Bulletin*.
 - Applications due to Awards Director by August 31. Committee meets and selects nominees for each category by fall council meeting.
 - Awards Director notifies award recipients prior to Fall Conference and notifies those that haven't won.
 - Awards given at Fall Conference by Awards Director.
 - Nominee cannot receive same award within a 10-year period.
 - Nominee packets are given to judges for two years.
3. Retain all materials received from award nominees (with the exception of the award recipients) for inclusion in the following year's pool of nominees. These materials are to be forwarded for one year only.

Secondary Correspondents (Two-year term, elected by membership)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the Correspondent cannot attend the OBME Executive Council meeting.
4. Be responsible for updating directory information of all the secondary and retired business teachers within your assigned area. Before school is dismissed in May or by the end of the summer, contact each school to obtain up-to-date directory information. Send to the

Membership/directory Director by September 15 or as soon as possible.

5. Give a short presentation of highlights from your area or items of concern at council meetings.
6. Communicate with business teachers in your area regarding innovations, ideas that can be shared, outstanding students, etc. (Share through articles in the *OBME Bulletin* or Web site) *OBME Bulletin* information should be sent to the editor by the deadline date. **Be sure to include the OBME Web address in all publications.** Select and forward Outstanding Contribution nominees to Awards Director.
7. Assist with election of the new correspondents as provided by the OBME Bylaws, Article VI, by actively searching out new candidates.
8. Encourage business teachers in Oregon to join OBME and other professional organizations.
9. Keep the Correspondents procedures manual organized (manually or electronically) and pass it on to the incoming correspondent at the spring council meeting.

Higher Education Correspondent/Scholarship Chair (Two-year term, elected by membership)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the elected representative cannot attend the OBME Executive Council meeting.
4. Report and provide a written copy of any four-year college/university business education news to the OBME Executive Council at each meeting (provide 25 copies) and/or the *OBME Bulletin* editor. *OBME Bulletin* information should be sent to the *Bulletin* editor by the deadline dates.
5. Give a short presentation of higher education highlights or items of concern at the council meetings.
6. Provide the membership/directory director with names and addresses of retired business teachers in four-year colleges and universities throughout the state.

7. Keep other four-year colleges/universities, local and national, posted on the events that affect them and business education.
8. Keep a current list of students and graduates in business education and encourage them to join OBME and other professional organizations.
9. Encourage business teachers in four-year colleges/universities to join OMBE and other professional organizations.
10. Communicate with OBME members of four-year colleges/universities throughout the year.
11. Assist with election of new representative as provided by the OBME Bylaws, Article VI, by actively searching out new representative candidates.
12. Be responsible for keeping directory information up-to-date for business teachers in the four-year colleges/universities. Contact each four-year college/university in May to obtain up-to-date directory information and send to Membership/Directory Director by September 15.
13. Work with the Correspondents in planning programs within the district that are for all business teachers – middle school/junior high, secondary, college, community college, and business schools.
14. Keep the notebook of OBME materials current and organized (manually or electronically), and pass on to incoming higher education representative at the spring council meeting.
15. Serve as scholarship chair.

Responsibilities and Timelines for Scholarship Chair:

- | | |
|----------------------|--|
| 1. Summer | Find out from Executive Board how many scholarships will be awarded. |
| 2. September Meeting | Inform Council of number of scholarships. |
| 3. September | Write letters to department chairs at EOSU, PSU, OSU, WOU, SOSU, and others informing them of number(s) of scholarship(s), amount(s), and criteria. Include guidelines and application form. |
| 4. September | Send a summary of recipients' accomplishments to Awards Director. |
| 5. September | Write to recipients and invite them to attend the fall conference awards ceremony. |
| 6. October | Give names to Awards Director, who will make |

certificates for each. Scholarship Director (or Winger and Lammers if present) will introduce the recipient and present certificate at fall conference awards ceremony.

7. September Receive and date each application as it is received (application must be received by September 25).
8. September Convene Ad Hoc Scholarship Selection Committee as needed for selection. – The two educators must be members of OBME.
9. September Notify ALL applicants about their being or not being selected.
10. October Write article featuring the recipients of the scholarship. Submit article to editor of the *OBME Bulletin*.
11. Ongoing Forward thank you notes received to secretary or president.
12. May Pass scholarship notebook to new chair at spring council meeting.

College Correspondent
(Two-year term, elected by OBME membership)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the elected representative cannot attend the OBME Executive Council meeting.
4. Report and provide a written copy of any community college or business school news to the OBME Executive Council at each council meeting (provide 25 copies) and/or the *OBME Bulletin* editor and Web Coordinator whenever appropriate. *OBME Bulletin* information should be sent to the *OBME Bulletin* editor by the deadline dates.
5. Give a short presentation of community college highlights or items of concern at the council meetings.

6. Provide the Membership/Directory director with names and addresses of retired business teachers in colleges and business schools throughout the state.
7. Keep other community colleges posted on the events that affect them in business education.
8. Be responsible for keeping directory information up to date on community college or business school teachers.
9. Communicate with members of colleges throughout the year.
10. Assist election of new representative as provided by the OBME Bylaws, Article VI by actively searching out new community college representative candidates.
11. Encourage business teachers in community colleges to join OBME and other professional organizations.
12. Keep the procedures manual of OBME materials current and organized (manually or electronically) and pass on to incoming college representative at the spring council meeting.

Retired Correspondent
(Two-year term, elected by OBME membership)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the elected representative cannot attend the OBME Executive Council meeting.
4. Communicate with other retired members throughout the year, and give a short presentation on retired members' concerns or interest at council meetings.
5. Provide the membership/directory director with names and addresses of retired people.
6. Be responsible for keeping directory information up to date on retired people.

WBITE/NBEA/ISBE Representatives
(One-year term, appointed by the president; can be three different people)

Duties:

1. Maintain current membership in OBME as well as in WBITE/NBEA (and ISBE)
2. Attend all OBME Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the appointed representative cannot attend the OBME Executive Council meeting.
4. Report and provide a written copy of any WBITE/NBEA/ISBE news to the OBME Executive Council at each council meeting (provide 25 copies) and the *OBME Bulletin* editor or Web Coordinator whenever appropriate. *OBME Bulletin* information should be sent to the *OBME Bulletin* editor by the deadline dates.
5. Give a short presentation of WBITE/NBEA/ISBE highlights or items of concern at the council meetings.
6. Encourage membership in WBITE/NBEA/ISBE and other professional organizations.
7. Keep the procedures manual of OBME materials current and organized (manually or electronically) and pass on to incoming WBITE/NBEA/ISBE representative at the spring council meeting.

Education Specialist for Business and Management
(One-year term, appointed by president by virtue of his/her office in Department of Education); voting

Duties:

1. Maintain current membership in OBME.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the appointed representative cannot attend the OBME Executive Council meeting.
4. Give a short presentation highlights or items of concern at the council meetings.

Standing Committees

FBLA/DECA/DEC Representatives

(One-year term, appointed by president by virtue of his/her office in Department of Education); non-voting

1. Maintain current membership in OBME.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the appointed representative cannot attend the OBME Executive Council meeting.
4. Report and provide a written copy of any FBLA/DECA news to the OBME Executive Council at each council meeting (provide 25 copies) and the *OBME Bulletin* editor and Web Coordinator whenever appropriate. *OBME Bulletin* information should be sent to the *OBME Bulletin* editor by the deadline dates.
5. Give a short presentation of FBLA/DECA highlights or items of concern at the council meetings.

Web Coordinator

(Two-year term, appointed by president)

1. Maintain current membership in OBME.
2. Attend all OBME Executive Council meetings, annual meeting and summer planning.
3. Maintain a web page for OBME with links to WBITE/NBEA and other professional organization.
4. Give a short presentation of items of concern at the council meetings.

State/Federal Legislative Chair

(One-year term, appointed by the president)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA required.
2. Attend all OBME Executive Council meetings and annual meeting.

3. Serve as liaison for legislative issues concerning business education and career and technical education. Communicate regularly with OBME membership (via newsletter, correspondents, Web site, and council).
4. Represent OBME as the contact person with WBITE/NBEA concerning legislative activities.
5. Act as liaison on all federal legislative issues concerning business education.

Newsletter (*OBME Bulletin*) Editor
(One-year term, appointed by the president; or assistant editor moves up)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Follow the deadlines for publication set forth in this Handbook.
4. Serve as editor-in-chief of the *OBME Bulletin*, publishing at least three issues per year (paper or electronic) and posted on the Web site. Suggestions for each publication are as follows:
 - A. Fall Bulletin (Mailed no later than September 1)
 - Emphasize Annual Conference – program, pictures, program committee, main speaker, etc.
 - Nominations for next year’s OBME awards
 - Highlights of minutes of spring council meeting
 - Highlights of minutes of summer planning meeting
 - Membership form
 - Correspondent happenings
 - A featured teacher
 - Calendar of events for OBME, WBITE/NBEA, FBLA/DECA, etc.
 - B. Conference Packet Update (for conference packets only)
 - September meeting summary
 - Pertinent items concerning conference
 - C. Winter Bulletin (Deadline no later than January 15)

- Honor award recipients
- Emphasize candidates for office (include pictures)
- Abstract of minutes of annual business meeting.
- Correspondent happenings
- Report on Fall Conference
- Calendar of events for OBME, WBITE/NBEA, FBLA/DECA, etc

D. Spring/Summer Bulletin (Deadline no later than June 1)

- Pictures of new officers
- Results of research
- Abstract of minutes of winter council meeting
- A featured teacher
- Announcements of colleges' summer schedules
- Results and evaluation of career and technical conferences
- Preview of Fall Conference
- Membership renewal forms
- Correspondent happenings
- Calendar of events for OBME, WBITE/NBEA, FBLA/DECA, etc
- WBITE/NBEA highlights

5. Keep the editor's procedures manual organized and up to date (manually or electronically) and pass on to the incoming editor at the spring council meeting.

Newsletter Assistant Editor
(One-year term, appointed by the incoming president)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Assist newsletter editor with publishing *OBME Bulletin*.
4. Assist editor with dissemination of newsletter, either hard copy or electronic
5. Keep the publicity procedures manual organized and up to date and pass on the publicity chair at the spring council meeting.

Events Coordinator
(One-year term, appointed by the president)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Make arrangements for location, facilities, food, and other items needed for the OBME Executive Council meetings.
4. Develop other events in conjunction with Executive Council meetings such as tours and learning components.
5. Secure and make arrangements, in cooperation with the Conference Chair(s), for facilities for OBME Annual Conference as needed.
6. Notify secretary of the arrangements three weeks prior to meeting.
7. Keep the Events Coordinator procedures manual organized and up to date (manually or electronically), and pass on to the new Events Coordinator at the spring council meeting.

Historian
(One-year term, appointed by the president)

Duties:

1. Maintain current membership in OBME. Membership in WBITE/NBEA strongly recommended.
2. Attend all OBME Executive Council meetings and annual meeting.
3. Keep OBME history up to date. Maintain OBME scrapbook; display at conferences, etc., as requested.
4. Keep historian scrapbooks organized and up to date and pass on to the new historian at the spring council meeting.
5. Provide pictures and articles about the following:
6. Pictures of new officers taken at spring OBME Executive Council meeting to be submitted to *NBEA Forum* and *OBME Bulletin*. These pictures can also be used for other publications.

7. Annual Conference Committee picture to advertise Annual Conference. Send to *OBME Bulletin* editor.
8. Take pictures at the Annual Conference. Include a picture of the OBME award winners.
9. Take pictures of OBME group at WBITE/NBEA conferences.
10. Take pictures at each OBME Executive Council meeting.
11. Take pictures of Oregon delegates to other conferences.
12. Publicize OBME officers and OBME Executive Council members in local newspapers.

Non-Voting Members, Elected or Appointed
(Serve by virtue of their respective elected or appointed offices)

All of the following representatives are invited to attend all OBME meetings and conferences and provide communication to OBME Board and Council, Newsletter and Web site:

Ad-hoc Committee Chairs
Executive Directors of student leadership organizations