

**Oregon Business Education
Association**



Handbook

Revised June 2008

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Oregon Business Education Association Handbook

OBEA Executive Board

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

Duties:

1. Meet before each OBEA 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 OBEA 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.

OBEA Executive Council

Voting Members Elected or Appointed

The OBEA Executive Council is the functioning body of OBEA. It shall consist of the elected officers, consultant, the membership director, secondary correspondents, higher education correspondent (scholarship), college correspondent, retired correspondent, the state business and management specialist, FBLA and DECA directors, 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 OBEA. Membership in WBEA/NBEA strongly recommended.
2. Meet at least three times annually.
3. Approve meeting dates and places of OBEA 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 OBEA Executive Council.
7. Review the budget and make recommendations to the treasurer.
8. Review and act on appointments made by the president or OBEA Executive Board.
9. Review, revise, if necessary, and implement the Program of Work as presented by the OBEA Executive Board.
10. Encourage and promote professional growth of business educators.
11. Promote membership in OBEA, WBEA, NBEA, and ISBE.

President

(One-year term, elected by OBEA members)

Duties:

1. Maintain current membership in OBEA. Must be member of WBEA/NBEA.
2. Preside at OBEA Executive Board meetings, OBEA Executive Council meetings, Summer Planning meeting, 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 OBEA Executive Council and other appointments as needed.
5. Fill vacancies as needed.
6. Develop the agenda for the OBEA Executive Board meetings.
7. Assist in setting up the agenda for the OBEA Executive Council meetings.
8. Serve as or appoint a liaison person between OBEA and other professional organizations.
9. Assist annual Conference Chair.
10. Secure facilities and Annual Conference chair(s).
11. Answer correspondence sent to OBEA.
12. Represent OBEA at special functions throughout the school year.

13. Serve as an official delegate to the WBEA Conference as a voting member to WBEA Board and Nominating Committee. Prepare the Oregon Report for the annual WBEA Executive Board meeting. Duplicate enough copies for WBEA Executive Board. Provide the 40 members of the WBEA Executive Board with a token gift representing Oregon.
14. Attend NBEA Convention as a representative of OBEA.
15. See that the recommendations and motions of the OBEA 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 *OBEA 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 OBEA and individuals or groups who are interested in research activities.
22. Keep the OBEA president's duties 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 OBEA members)

Duties:

1. Maintain current membership in OBEA. Must be member of WBEA/NBEA.
2. Attend all OBEA Executive Board meetings, OBEA Executive Council meetings, Summer Planning meeting, and annual meeting.
3. Serve as chair of the Communications Advisory Committee 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 WBEA Conference as a voting member to WBEA Board.
8. Keep the OBEA president-elect's duties 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 WBEA presidents-elect training at annual WBEA conference.
11. Attend NBEA presidents-elect training at annual NBEA convention.

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

Duties:

1. Maintain current membership in OBEA/WBEA/NBEA.
2. Attend all OBEA Executive Board meetings, OBEA 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 OBEA 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 OBEA Executive Council member. Keep this directory up-to-date.
7. Make sure each OBEA 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 OBEA 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 summary of minutes of each OBEA Executive Council meeting to the *OBEA Bulletin* editor.

Timelines

Before September meeting:

- Update council directory. Make 20 copies for council members (or send electronically)
- Prepare/update Program of Work. Make 20 copies for council members (or send electronically)
- 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; work with Facilities Director and President for this information.
- 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 OBEA members)

Duties:

1. Maintain current membership in OBEA/WBEA/NBEA.
2. Attend all OBEA Executive Board meetings, OBEA 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 OBEA Executive Council's recommendation for payment or as approved by the OBEA budget.
10. Consult the president about questionable bills and balance of budgeted items.
11. Bring to the attention of the OBEA 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 OBEA 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 OBEA Executive Council meeting.
16. Present at each OBEA 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 at the end of the two-year term.
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 OBEA treasurer financial documents up to date and pass to incoming treasurer at the spring council meeting.

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

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

Duties:

1. Maintain current membership in OBEA/WBEA/NBEA.
2. Attend all OBEA Executive Board meetings, OBEA Executive Council meetings, Summer Planning meeting, and annual meeting.
3. Serve as a member of the OBEA Executive Board and OBEA Executive Council.
4. Be on call to assist the OBEA 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 OBEA.
8. Be supportive of the OBEA Board/Council in all matters.
9. Initiate the transfer of procedures manuals between outgoing and incoming council members at spring council meeting; work with Elections Director in this duty.

Membership/Directory Director
(Three-year term, appointed by the president and approved by the Executive Council)

Duties:

1. Maintain current membership in OBEA. Must be member of WBEA/NBEA.
2. Attend all OBEA Executive Board meetings, OBEA Executive Council meetings, Summer Planning meeting, and annual meeting.
3. Be responsible for membership activities for OBEA and WBEA/NBEA.
4. Attend WBEA/NBEA conferences and training sessions.
5. Attend NBEA Convention's Membership Directors' Workshop.
6. Report to OBEA Executive Council on membership activities.
7. Maintain an up-to-date database of business educators.

8. Maintain an up-to-date database of OBEA members.
9. E-mail membership with news items as requested.
10. Distribute dues statements to all business teachers. The notices should be mailed prior to the end of the school year. Include OBEA/WBEA/NBEA membership information, and OBEA conference information.
11. Obtain and distribute current literature about state and national membership through a conference membership table, the *OBEA Bulletin* and/or through special mailings.
12. Submit membership report to OBEA president for annual report to WBEA.
13. Contact OBEA and WBEA/NBEA members who have not renewed and encourage them to join.
14. Work with OBEA Treasurer to keep accurate records of members.
15. Perform other duties as assigned.
16. Keep the OBEA membership directory organized and up-to-date and pass to incoming membership/directory director at the spring council meeting.

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

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended**.
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the Correspondent cannot attend the OBEA 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 *OBEA Bulletin* or Web site)

OBEA Bulletin information should be sent to the editor by the deadline date. **Be sure to include the OBEA Web address in all publications.** Select and forward Outstanding Contribution nominees to Awards Director for a Certificate of Recognition. Recipient must be OBEA member.

7. Assist with election of the new correspondents as provided by the OBEA Bylaws, Article VI, by actively searching out new candidates.
8. Encourage business teachers in Oregon to join OBEA 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.

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

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended.**
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the elected representative cannot attend the OBEA Executive Council meeting.
4. Report and provide a written copy of any community college or business school news to the OBEA Executive Council at each council meeting (provide 20 copies) and/or the *OBEA Bulletin* editor and Web Coordinator whenever appropriate. *OBEA Bulletin* information should be sent to the *OBEA 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 OBEA Bylaws, Article VI by actively searching out new community college representative candidates.

11. Encourage business teachers in community colleges to join OBEA and other professional organizations.
12. Keep the procedures manual of OBEA materials current and organized (manually or electronically) and pass on to incoming college representative at the spring council meeting.

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

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended**.
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the elected representative cannot attend the OBEA Executive Council meeting.
4. Report and provide a written copy of any four-year college/university business education news to the OBEA Executive Council at each meeting (provide 20 copies) and/or the *OMBE Bulletin* editor. *OBEA 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 OBEA and other professional organizations.
9. Encourage business teachers in four-year colleges/universities to join OBEA and other professional organizations.
10. Communicate with OBEA members of four-year colleges/universities throughout the year.
11. Assist with election of new representative as provided by the OBEA 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 summer 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 OBEA 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. August 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 OBEA.
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 *OBEA Bulletin*.

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| 11. Ongoing | Forward thank you notes received to secretary or president. |
| 12. May | Pass scholarship notebook to new chair at spring council meeting. |

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

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended.**
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the elected representative cannot attend the OBEA 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.

Standing Committees

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

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended.**
2. 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 – Post-Secondary
 - 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 post-secondary teachers, and an administrator. The Awards Committee members will be selected by Awards Director and will remain anonymous.

Nominee qualifications:

- Be a member of OBEA (with the exception of the Administrator of the Year).
- Be nominated by an OBEA 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 *Winter/Spring OBEA 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 who haven't won.
 - Awards given at Fall Conference by Awards Director.
 - Nominee cannot receive same award within a 10-year period.
 - Non-winner nominee packets are kept for consideration by judges in the following year.
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.

Elections Director

(One-year term, appointed by OBEA president)

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended**.
2. Be responsible for the annual election of OBEA officers and representatives and any proposed bylaws amendments and other election processes.
 - a. Chair the elections committee.
 - b. Appoint two OBEA members to serve on the elections committee.
 - c. Present a slate of candidates at the Annual OBEA business meeting.
 - d. Prepare and send a secure ballot (including information about each candidate) to all OBEA 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 OBEA Council at the winter meeting.
3. Be responsible for the training of newly elected officers and correspondents prior to their assuming the position.
4. Perform other duties as assigned.

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

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended.**
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Make arrangements for location, facilities, food, and other items needed for the OBEA 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 OBEA Annual Conference as needed.
6. Notify secretary of the arrangements four 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 OBEA president)

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended.**
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Keep OBEA history up to date. Maintain OBEA 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 OBEA Executive Council meeting to be submitted to *NBEA Forum* and *OBEA Bulletin*. These pictures can also be used for other publications.
7. Annual Conference Committee picture to advertise Annual Conference. Send to *OBEA Bulletin* editor.
8. Take pictures at the Annual Conference. Include a picture of the OBEA award winners.
9. Take pictures of OBEA group at WBEA/NBEA conferences.
10. Take pictures at each OBEA Executive Council meeting.
11. Take pictures of Oregon delegates to other conferences.
12. Publicize OBEA officers and OBEA Executive Council members in local newspapers.

State/Federal Legislative Director
(One-year term, appointed by the OBEA president)

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA required.
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Serve as liaison for legislative issues concerning business education and career and technical education. Communicate regularly with OBEA membership (via newsletter, correspondents, Web site, and council).
4. Represent OBEA as the contact person with WBEA/NBEA concerning legislative activities.
5. Act as liaison on all federal legislative issues concerning business education.

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

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended.**
2. Attend all OBEA 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 *OBEA 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 OBEA 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 OBEA, WBEA/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 OBEA, WBEA/NBEA, FBLA/DECA, etc
 - D. Spring/Summer Bulletin (Deadline no later than May 15.)
 - 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 OBEA, WBEA/NBEA, FBLA/DECA, etc
 - WBEA/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 OBEA president)

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended**.
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Assist newsletter editor with publishing *OBEA 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.

Web Coordinator
(Two-year term, appointed by OBEA president)

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended**.
2. Attend all OBEA Executive Council meetings, annual meeting and Summer Planning.
3. Maintain a web page for OBEA with links to WBEA/NBEA and other professional organization.
4. Give a short presentation of items of concern at the council meetings.

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

Duties:

1. Maintain current membership in OBEA as well as in WBEA/NBEA (and ISBE)
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the appointed representative cannot attend the OBEA Executive Council meeting.

4. Report and provide a written copy of any WBEA/NBEA/ISBE news to the OBEA Executive Council at each council meeting (provide 20 copies) and the *OBEA Bulletin* editor or Web Coordinator whenever appropriate. *OBEA Bulletin* information should be sent to the *OBEA Bulletin* editor by the deadline dates.
5. Give a short presentation of WBEA/NBEA/ISBE highlights or items of concern at the council meetings.
6. Encourage membership in WBEA/NBEA/ISBE and other professional organizations.
7. Keep the procedures manual of OBEA materials current and organized (manually or electronically) and pass on to incoming WBEA/NBEA/ISBE representative at the spring council meeting.

Education Specialist for Business and Management

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

Duties:

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

Non-Voting Members, Elected or Appointed

(Serve by virtue of their respective elected or appointed offices)

Conference Chair

(One-year term, appointed by OBEA president-elect)

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended.**
2. Attend all OBEA Executive Board meetings, OBEA Executive Council meetings, Summer Planning meeting, and annual meeting.
3. Be responsible for the Annual Conference using the Conference Planning 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.

FBLA/DECA/ Representatives

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

Duties:

1. Maintain current membership in OBEA. Membership in WBEA/NBEA **strongly recommended**.
2. Attend all OBEA Executive Council meetings and annual meeting.
3. Notify an alternate who will attend the meeting in the event the appointed representative cannot attend the OBEA Executive Council meeting.
4. Report and provide a written copy of any FBLA/DECA news to the OBEA Executive Council at each council meeting (provide 20 copies) and the *OBEA Bulletin* editor and Web Coordinator whenever appropriate. *OBEA Bulletin* information should be sent to the *OBEA Bulletin* editor by the deadline dates.
5. Give a short presentation of FBLA/DECA highlights or items of concern at the council meetings.

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

**Ad-hoc Committee Chairs
Other appointed Committee Chairs**