

Maryland FBLA State Officer Coach

State Officer Coach will:

- Provide direction, counseling, supervision, and suggestions to the State Officer Team
- Attend meetings at national, state, and regional levels upon request of the Executive Director and/or Maryland FBLA Board of Directors
- Offer guidance in the writing of the State Program of Work
- Attend, supervise, and/or assist coordination of all meetings (when applicable) with the state officer team

Events and Activities

Event	Date	Attendance
State Officer Training	May or June	Required
Adviser Update and Training	August/Sept	Optional, Approval Required
State Fall Leadership Conference	Fall	Required
National Fall Leadership Conference	Fall	Optional, Approval Required
Regional Leadership Conference	November - December	Optional, Approval Required
CTE Day at the Capitol	February 2025	Required
State Leadership Conference	February 5-8	Required
State Officer Training National Leadership Conference Prep Day	June 2025	Required
National Leadership Conference	June/July 2025	Optional, Approval Required
Local Chapter Meetings	Rolling	Virtual as Requested
Monthly Officer Meetings	Rolling	Virtual, Monthly or as Needed

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Other Duties

- Coordinate and validate state officer reports
 - Travel Authorization forms
 - Driver's license
 - Medical Forms
 - Photo Release Form
 - Code of Conduct Form
 - Auto insurance
- Monthly, Quarterly, and/or Yearly reports
- Reimbursement forms
- Officer information form
 - E-mail and home addresses
 - Emergency form
- Minutes of all meetings
- Lead the State Officer Candidate process prior to and at the State Leadership Conference and Officer Vacancy process post-State Leadership Conference
- Serve as the liaison between the State Officer Team and the Executive Director
- Make all assignments for attendance at official functions
- Send out e-mail communication to all officers & their advisers from the Executive Director
- Communicate all responses of officer team to the Executive Director
- Coordinate and provide materials/supplies needed at functions
- Represent the Officer Team in its best interest
- Administer any Officer Team driven statewide programs/initiatives
- Monthly Newsletter
- Other programs as needed/desired by the current officer team
- Develop the Maryland FBLA State Officer Program by seeking input and researching other CTSO and other FBLA states for program improvement

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Maryland FBLA Responsibilities

Maryland FBLA will:

- Provide lodging for required overnight meetings
- Provide meals for events that provide meals to all attendees
- Provide mileage reimbursement at the current rate, as approved by the Maryland FBLA Board of Directors
- Provide supplies reimbursement for any supplies purchased
- Provide updates on conferences and meetings, as needed
- Financial Benefits and Reimbursement

Event	Mileage	Lodging	Registration
State Officer Training	✓	✓	X
Adviser Update and Training	✓	X	X
State Fall Leadership Conference	✓	✓	✓
National Fall Leadership Conference	✓	✓	✓
Regional Leadership Conference Planning Day	✓	X	X
Regional Leadership Conference	✓	X	✓
State Leadership Conference Prep Day	✓	X	X
State Leadership Conference	✓	✓	✓
State Officer Training/ NLC Prep Day	✓	✓	X
National Leadership Conference	✓	✓	✓
Local Chapter Meetings	✓	X	X
Monthly Officer Meetings	✓ Only if in person	X	X