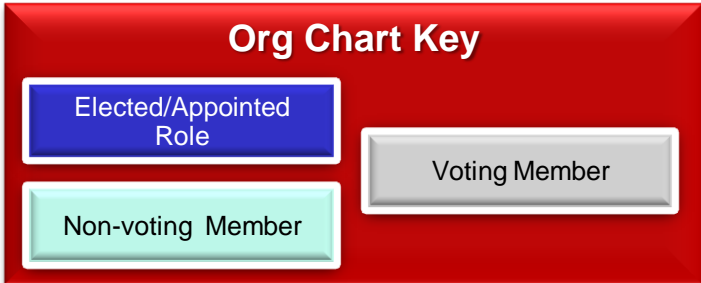
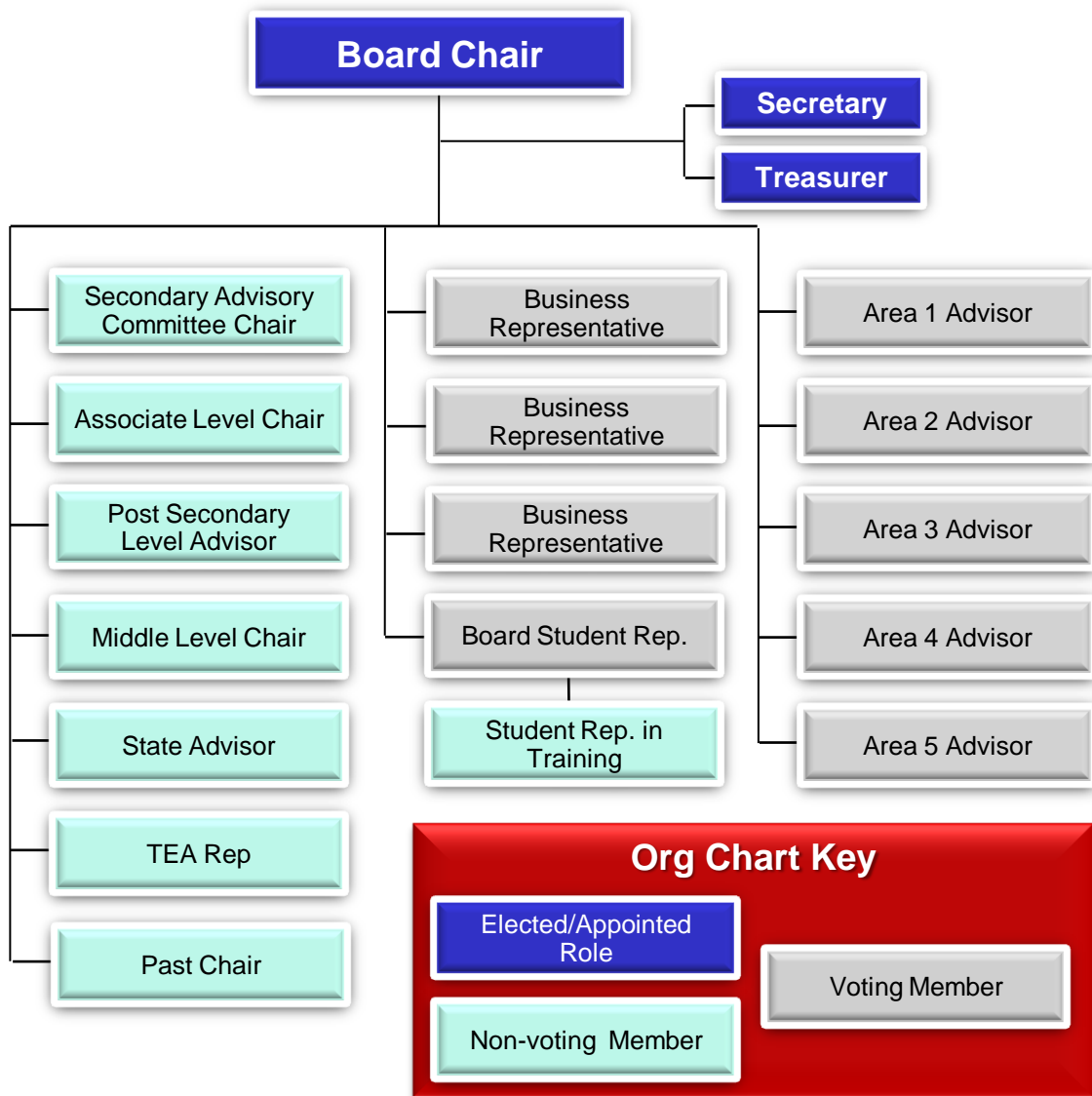


# Business Professionals of America Texas Association Job Descriptions and Responsibilities



# Texas Business Professionals of America



### Standing Committees

**Ethics Committee**

- Board Chair
- State Advisor
- 2 non-involved board members

**Grievance Committee**

- State Advisor
- 2-3 non-involved board members

**Scholarship Committee**

- Secretary
- 1-2 appointed board members

**Finance Committee**

- Treasurer
- Financial Services
- 2 appointed board members

**Officer Elections Committee**

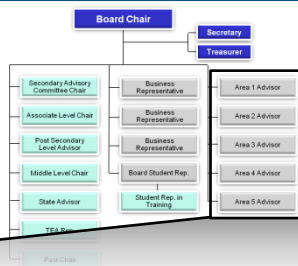
- Board Student Rep
- Student Rep in Training
- 2 Business Reps
  - If not 2 Business Reps, Board members with no candidates running

**Contracted Services Oversight Committee**

- Board Chair
- 2 Business Reps
  - Board Chair will appoint third committee position when the Board Chair is a business rep or when 2 business reps are not available

# Texas Business Professionals of America





## BOARD AREA REPRESENTATIVE



### Key Responsibilities

- Represent the viewpoints of the advisors and members
- Serve as a Liaison between Board and area advisors
- Serve on committees as appointed by the Chair
- Complete State Leadership Conference duties as assigned by Chair
- Attend all board meetings and SLC
- Serve on the awards committee

### Key Performance Measures Expected Outcomes

- Attends at least 3 board meetings per year

### Term

Three years (September 1 through August 31) Can be re-elected for a second term not to exceed 6 consecutive years.

### Competencies

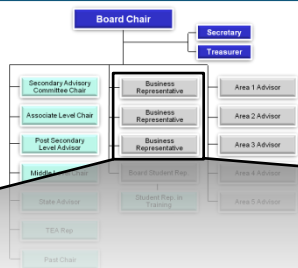
- Working knowledge of State BPA
- Must be a BPA advisor

### Reporting Relationships

Reports to: The Board of Directors

### Human Sourcing Strategy

- Notice of position emailed to local advisors
- Nominations to State Advisor
- State Advisor conducts e-vote election
- Representative must serve as an advisor in the area they represent



## BOARD BUSINESS REPRESENTATIVE



### Key Responsibilities

- Serves as member of Contracted Oversight Committee
- Serve as member of Officer Election Committee
- Provides business perspective at board meetings
- Utilize existing business network to solicit support for BPA
- Attend all board meetings and SLC
- Complete State Leadership Conference duties as assigned by Chair

### Key Performance Measures Expected Outcomes

- Raises at least \$500 (or equivalent donation) annually through sponsorship
- Utilizes business network to obtain at least 5 judges
- Attends at least 3 board meetings per year

### Term

Three Year Term(September 1 through August 31)

### Competencies

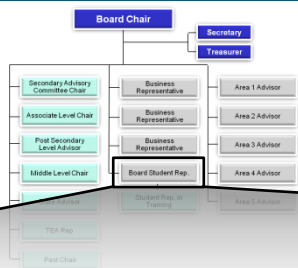
- Experience in a business industry
- Basic knowledge of BPA

### Human Sourcing Strategy

- Currently employed or retired from a business
- Published for bid on website by May1, voted on in July meeting
- Email out to all advisors
- Social networking services
- Exhibitor and judge email distribution

### Reporting Relationships

Reports to: The Board of Directors



# BOARD STUDENT REPRESENTATIVE



## Key Responsibilities

- Chair of Officer Election Committee
- Represents views of student members
- Supports State Officer Coordinator as needed
- Complete State Leadership Conference duties as assigned by Chair
- Maintain all Texas Officer Candidate Handbooks
- Attend all board meetings and SLC

## Key Performance Measures

### Expected Outcomes

- Attends at least 3 board meetings per year

## Term

One year (September 1 through August 31)

## Competencies

- Working knowledge of State BPA
- Must be attending a Texas school

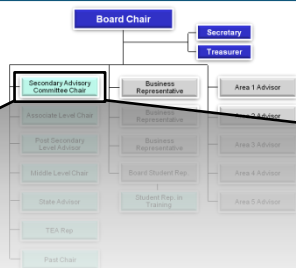
## Reporting Relationships

Reports to: The Board of Directors  
 Supervises: Student Rep in Training

## Human Sourcing Strategy

- Outgoing Student Board Representative in Training





## SECONDARY ADVISORY COMMITTEE CHAIR



### Key Responsibilities

- Prepare agenda for September Regional Advisory Committee meeting
- Collect Regional Advisor's Ethics Agreement
- Assist with DLG administration
- Be available to answer questions about Regional contests
- Be available to assist with mitigating problems at RLCs
- Communicate updates, information from the Board, reminders and any other items of interest to all Regional Advisors to forward to local advisors
- Contact Regional Advisors if APG assignments are not covered and recruit APG replacements as needed at SLC
- Ex-Officio member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair

### Key Performance Measures

#### Expected Outcomes

- Attends at least 3 board meetings per year

### Term

One year to be elected at September Regional Advisory Committee meeting and begin term at the end of the September meeting.

### Competencies

- Working knowledge of Regional Leadership Conferences
- Working knowledge of competitive events
- Working knowledge of DLG system

### Human Sourcing Strategy

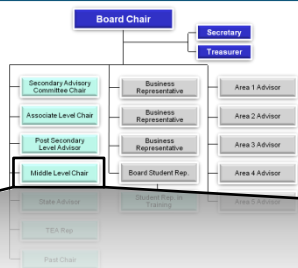
- Elected by the Regional Advisory Committee
- Currently serving as a Secondary Regional Advisor

### Reporting Relationships

Reports to: The Board of Directors







## MIDDLE LEVEL CHAIR



### Key Responsibilities

- Be available to answer questions about Regional contests
- Be available to assist with mitigating problems at RLCs
- Communicate updates, information from the Board, reminders and any other items of interest to all Middle-Level advisors
- Ex-Officio member on the State Board of Directors
- Must attend all Board meetings
- Complete State Leadership Conference duties as assigned by Chair

### Key Performance Measures Expected Outcomes

- Attends at least 3 board meetings per year

### Term

3 year term; Appointed by the Board

### Competencies

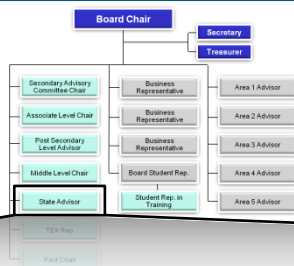
- Working knowledge of Regional Leadership Conferences
- Working knowledge of competitive events

### Human Sourcing Strategy

- Nominations and election at the September meeting
- Currently an Advisor of a Middle Level Chapter

### Reporting Relationships

Reports to: The Board of Directors



# STATE ADVISOR



## Key Responsibilities

- Submit all forms requested by the national center
- Oversee all Texas membership activities
- Handle distribution of regional and state contests
- Communicate with Board, R.A. & advisors on competitive events, updates from nationals, and questions
- Assist in HQ at SLC
- Handle all paperwork for Texas National Officer Candidates
- Attend SAAC meetings at NLC and SAAC Summer meeting
- Oversee all state activities in preparation for and at NLC
- Attend all board meetings
- Administration of DLG
- Coordinate, verify and update national qualifiers
- Coordinate, compile, and schedule administrators, proctors, and graders for national competitive events
- Serve as a member of the state ethics committee
- Serve as a member of the state grievance committee
- Generate all competitive events tests for SLC
- Collect financial statements and documentation from Regional accounts
- Check and verify test boxes with Competitive Events Coordinator
- Recommend CEAC representatives
- Texas representative in corporate BPA meeting at NLC

## Key Performance Measures Expected Outcomes

- Responds to BPA state related questions within 1 business day
- Meets all reporting and submission deadlines
- Attends at least 3 State Board meetings per year

## Term

Appointed by the board

## Competencies

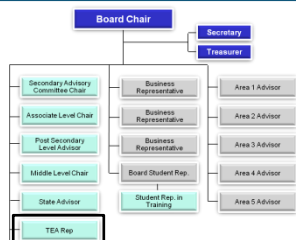
- Working knowledge of regional, state, and national activities
- Conflict management skills
- Strong oral and written communication skills
- Understanding of state and national structure

## Human Sourcing Strategy

- Not a current board member (exception: current state advisor)
- Voted on during July Board Meeting

## Reporting Relationships

Reports to: Board of Directors



# TEA REP



## Key Responsibilities

- Provide administrative leadership and oversight at meetings and conferences in collaboration with the CTSO Board of Directors
- Work in partnership with the CTSO Board of Directors to cooperatively evaluate the CTSO for effectiveness and compliance with the goals of the CTSO
- Serve as ex-officio, non-voting member in the CTSO Board of Directors, including the Executive Board and its executive sessions and committees
- Monitor the CTSO requirements for Perkins grant funds as established in the funding agreement with TEA, and provide administrative leadership with the Board of each CTSO to determine that the policies and rules are carried out in a timely and equitable manner.
- Attend Board meetings as approved by TEA
- Provide a report for each Board meeting
- Complete State Leadership Conference duties as assigned by Chair

## Key Performance Measures Expected Outcomes

- Maintain regular written or verbal communication between the Board and TEA

## Term

Appointed by Texas Education Agency

## Competencies

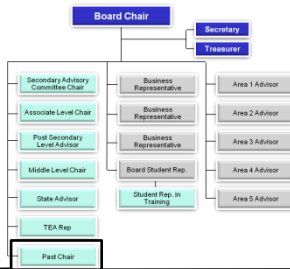
- Working knowledge of TEA policies and procedures

## Reporting Relationships

Reports to: The Board of Directors, Texas Education Agency

## Human Sourcing Strategy

- Unless otherwise determined by management of the TEA, a TEA CTE staff member shall serve as the representative to provide oversight for one or more CTSOs



## PAST CHAIR



### Key Responsibilities

- Supports the current Board Chair as requested

### Key Performance Measures Expected Outcomes

- Attends at least 3 State Board Meetings

### Term

1 year term (September 1 – August 31)

### Competencies

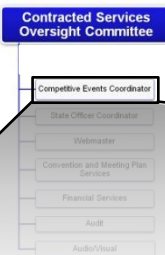
- Experience as Board Member
- Executive facilitation
- Understanding of contract service management
- Time management
- Strong oral and written communication skills
- Knowledge of parliamentary procedures
- Working knowledge of Texas BPA

### Human Sourcing Strategy

- Prior year Board Chair

### Reporting Relationships

Reports to: The Board of Directors



# COMPETITIVE EVENTS COORDINATOR



## Key Responsibilities

- Assist in coordinating Regional Competitive Events
- Coordinate RLC move ups
- Be available to answer questions during regional competitions
- Coordinate state competitive event requirements with the meeting planner
- Export state qualifiers from DLG and schedule contests
- Coordinate, compile, and schedule administrators, proctors, and graders for state competitive events
- Recruit, compile, schedule and coordinate judges for SLC
- Oversee all competitive events activities during SLC
- Assemble all competitive event reports necessary for SLC
- Compile and export state results through DLG
- Provide a competitive events report to the Board of Directors at the July Board Meeting
- Print competitive events and judging rubrics for all competitions
- Prepare test boxes for SLC Headquarters
- Distribute competitive events projects to judges and collect/compile scores
- Coordinate registration and assign facility space
- Collect monies, input into DLG, and provide to Financial Services
- Plan agenda, budget, and timeline for SLC
- Prepare budget estimates for new fiscal year and submit to the Finance Committee by July board meeting
- Purchase events materials and submit for reimbursement
- Transport and store secure test materials and all other supplies

## Key Performance Measures Expected Outcomes

- Responds to BPA regional and state related questions within 1 business day
- All events are staffed with proper administrators, proctors, graders, and judges
- Competitive events results are complete and accurate and entered in DLG
- Detailed requirements were provided to the meeting planner
- Provides a signed contract within 1 week of selection to CS Oversight Committee

## Term

One year with option for one year renewal (August 1 through July 31)

## Competencies

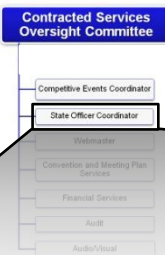
- Working knowledge of regional and state activities
- Strong oral and written communication skills
- Established connections to recruit judges
- Experience with event and schedule coordination
- Positive and friendly people skills

## Human Sourcing Strategy

- Non-board member
- Published for bid on website by May 1
- Voted on during July Board Meeting
- Email out to all advisors

## Reporting Relationships

Reports to: Contracted Services Oversight Committee



# STATE OFFICER COORDINATOR



## Key Responsibilities

- Coordinate and facilitate travel and coordinate all State and Regional Officer activities
- Communicate to Chapter Advisors of officers all travel, meeting, and performance details
- Plan and coordinate the state officers participating at the TEA/PDC Summer Conference
- Provide annual summative officer activity report during the March board meeting
- Provide officer budget to the finance committee and activities for the following year to the CS Oversight Committee at the March meeting
- Coordinate state and regional officer activities for NLC
- Organize state voting delegates and voting delegate sessions at NLC
- Collaborate with AV contracted services on set design and script writing for SLC

## Reporting Relationships

Reports to: Contracted Services Oversight Committee

## Key Performance Measures

### Expected Outcomes

- Responds to BPA regional and state related questions within 1 business day
- Travel arrangements are booked and communicated to officers and their advisors with one month's minimum notice.
- Scripts provided to all participating parties two weeks prior to SLC
- Provides a signed contract within 1 week of selection to CS Oversight Committee

### Term

One year with option for one year renewal (Immediately following SLC until end of following SLC)

### Competencies

- Working knowledge of regional, state, and national activities
- Strong oral and written communication skills
- Positive and friendly people skills
- Student leadership development

### Human Sourcing Strategy

- Non-board member
- Published for bid on website by January 1
- Voted on during March Board Meeting
- Email out to all advisors
- Social networking services
- Exhibitor and judge email distribution



# WEB MASTER



## Key Responsibilities

- Up-date site as necessary
- Provide board members with templates for generating articles
- Transform all presented documents to web ready, downloadable format
- Provide BPA Texas Association with a quarterly website backup
- Obtain approval for all new website content from State Advisor
- Maintain all online web and email accounts
- Maintain archive of all forms
- Photograph and publish new members of the board and new officers
- Submit budget estimates for new fiscal year to the Finance Committee by July board meeting

## Key Performance Measures

### Expected Outcomes

- Website updated at least monthly
- All changes are posted within 7 business days of receipt
- Website functions as designed
- All website materials are current
- Provides a signed contract within 1 week of selection to CS Oversight Committee

### Term

One year with option for one year renewal (August 1 through July 31)

### Competencies

- Strong written communication skills
- Website development experience

### Human Sourcing Strategy

- Non-board member
- Published for bid on website by May1
- Voted on during July Board Meeting
- Email out to all advisors
- Social networking services
- Exhibitor and judge email distribution

## Reporting Relationships

Reports to: Contracted Services Oversight Committee



# CONVENTION AND MEETING PLANNING SERVICES



## Key Responsibilities

- Book all travel for the board and food and beverage needs for all board meetings and conferences
- Communicate all travel bookings to each respective board member and a summary to the board chair
- Negotiate hotel and conference rates for State Leadership Conferences
- Present all State Leadership Conference bid options to the Board
- Coordinate and book meeting facility space for all SLC needs
- Gather requirements from Competitive Events Coordinator on events rooms, equipment, space, restrictions, awards, etc.
- Assign facility space for all State Leadership Conference events, meetings, etc.
- Negotiate rate and secure required equipment for all SLC events, meetings, and extra space
- Present security options for SLC to the Board and book as approved
- Present special event and speaker options to the board and secure as approved
- Complete design and purchase pre-conference book, program, t-shirts, NLC pins, awards, student give-away, and judges' gifts at board direction
- Coordinate with web master to post all SLC and other event information
- Provide a detailed SLC report to the Board at the July board meeting
- Book any transportation requirements as part of SLC
- Obtain SLC sponsors and exhibitors
- Make purchases and track costs of travel, meetings, and conferences
- Coordinate and compile all school registration packs for SLC registration
- Plan agenda, budget, and timeline for SLC
- Provide all on-site management during SLC
- Submit budget estimates for new FY to Finance Committee by July meeting
- Transport and store secure test materials and all other supplies
- Attend all board meetings

## Reporting Relationships

Reports to: Contracted Services Oversight Committee

## Key Performance Measures

### Expected Outcomes

- Responds to BPA regional and state related questions within 1 business day
- Travel is booked accurately and communicated to the board within 12 hours of booking
- All bookings come under or meet budget estimates and requirements
- All event and space requirements have been met
- A minimum of \$1000 or equivalent value in sponsorship and 6 exhibitors
- Provides a signed contract within 1 week of selection to CS Oversight Committee

## Term

One year with option for one year renewal (August 1 through July 31)

## Competencies

- Strong written communication skills
- Event planning experience
- Negotiation skills

## Human Sourcing Strategy

- Non-board member
- Published for bid on website by May1
- Voted on during July Board Meeting
- Email out to all advisors
- Social networking services
- Exhibitor and judge email distribution



## FINANCIAL SERVICES



### Key Responsibilities

- Reconcile bank statements
- Prepare statement of financial position
- Prepare statement of activities
- Assist in preparation of the annual budget
- Pay bills as approved by the treasurer
- Deposit funds received by the organization
- Maintain financial records
- Assist auditor in the preparation of the federal income tax return – Form 990
- Compile and provide all Perkins reports and paperwork to Board Chair and TEA Rep
- Attend board meetings
- Complete Perkins grant

### Key Performance Measures Expected Outcomes

- Accuracy of financial statements as validated by the audit
- Reconcile bank statement monthly
- Prepare financial statement and statement of activities, for each board meeting
- Issue payments within one week of receipt
- Complete Perkins grant and reports by submission deadline
- Provides a signed contract within 1 week of selection to CS Oversight Committee

### Term

One year with option for one year renewal (September 1 through August 31)

### Competencies

- Tax knowledge
- Understanding of accounting principles
- Basic understanding of GAAP
- Grant writing experience

### Human Sourcing Strategy

- Non-board member
- Published for bid on website by May 1
- Voted on during July Board Meeting
- Email out to all advisors
- Social networking services
- Exhibitor and judge email distribution

### Reporting Relationships

Reports to: Contracted Services Oversight Committee



# AUDITOR



## Key Responsibilities

- Perform annual audit of all financial records in accordance with generally accepted auditing standards established by the Auditing Standards Board
- Prepare the federal information return for the year ended August 31

## Key Performance Measures

### Expected Outcomes

- Audit statement of financial position as of August 31
- Properly prepared IRS form 990
- Provides a signed contract within 1 week of selection to CS Oversight Committee

### Term

One year with option for one year renewal (September 1 through August 31)

### Competencies

- Tax knowledge
- Understanding of accounting principles
- Basic understanding of GAAP
- Knowledge of IRS nonprofit documents

### Human Sourcing Strategy

- Non-board member
- Published for bid on website by May1
- Voted on during July Board Meeting
- Email out to all advisors
- Social networking services
- Exhibitor and judge email distribution

## Reporting Relationships

Reports to: Contracted Services Oversight Committee



# AUDIO/VISUAL



## Key Responsibilities

- Set up staging, lights, sound, and other equipment for all SLC sessions and events
- Assist stage placements and run-through with the state officers
- Coordinate farewell slideshow
- Purchase all stage items in conjunction with theme
- Author SLC scripts in conjunction with state officer coordinator and officers
- Meet in advance with state officers for planning meetings on SLC theme, scripting, and music
- Back stage coordination and stage management
- Schedule practice time and run through in coordination with state officer coordinator and officers
- Work with state officer coordinator, officers, meeting planner, and competitive event coordinator to gather and execute requirements
- Prepare budget estimates for new fiscal year and submit to Finance Committee by July board meeting
- Obtain music licenses and music for each show

## Key Performance Measures

### Expected Outcomes

- Stage and scripting aligns with SLC theme
- State officers have practiced on the stage prior to show
- Provides a signed contract within 1 week of selection to CS Oversight Committee

### Term

One year with option for one year renewal (Immediately following SLC until end of following SLC)

### Competencies

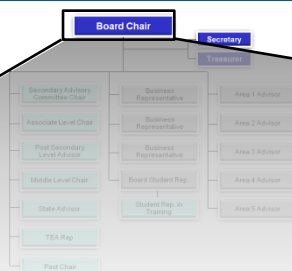
- Basic understanding of BPA sessions
- Audio/visual experience for large ceremonies

### Human Sourcing Strategy

- Non-board member
- Published for bid on website by January 1
- Voted on in March Board Meeting
- Email out to all advisors
- Social networking services
- Exhibitor and judge email distribution

## Reporting Relationships

Reports to: Contracted Services Oversight Committee



# BOARD CHAIR



## Key Responsibilities

- Creates and send out agenda to the Board of Directors
- Signs contracts for the contracted services
- Presides over Board of Directors
- Appoints committees
- Complies with constitution and policy
- Serves ex-officio on all committees
- Ensures that structures and procedures are in place for securing the resources required by the organization
- Conducts board business effectively and efficiently
- Assigns board duties at State Leadership Conference
- Appoints the Treasurer

## Key Performance Measures Expected Outcomes

### Term

One year (September 1 through August 31)

### Competencies

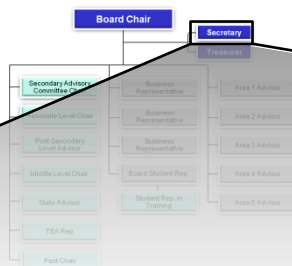
- Experience as Board Member
- Executive facilitation
- Understanding of contract service management
- Time management
- Strong oral and written communication skills
- Knowledge of parliamentary procedures
- Working knowledge of Texas BPA

### Human Sourcing Strategy

- Current Board Member
- Elected at end of July meeting

## Reporting Relationships

Reports to: The Board of Directors



# BOARD SECRETARY



## Key Responsibilities

- Keep a complete and accurate account and e-file of procedures of the board's business meetings
- Keep a membership record and attendance of meetings
- Call meeting to order in absence of Chair
- Notify Board when minutes are available for review
- Read correspondence directed to the group
- Answer all correspondence and file correspondence for future reference
- Collect and e-file all bids and contracts
- Maintains board information lists
- Maintains constitution, bylaws, and policies and procedures and updates as approved
- Complete State Leadership Conference duties as assigned by Chair
- Coordinate awards process

## Key Performance Measures Expected Outcomes

### Term

One year (September 1 through August 31)

### Competencies

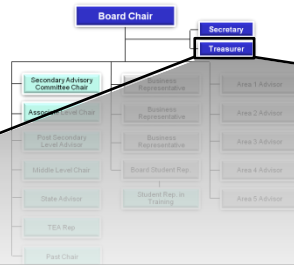
- Experience as Board Member
- Strong oral and written communication skills
- Take minutes

### Human Sourcing Strategy

- Current Board Member
- Elected at end of July meeting

## Reporting Relationships

Reports to: The Board of Directors



# BOARD TREASURER



## Key Responsibilities

- Chair Finance Committee
- Approve all financial transactions
- Draft initial proposed budget
- Present committee recommended budget to board
- Complete State Leadership Conference duties as assigned by Chair

## Key Performance Measures Expected Outcomes

### Term

One year (September 1 through August 31)

### Competencies

- Understanding financial planning and budgeting
- Spread sheet skills

### Human Sourcing Strategy

- Appointed by the board chair

## Reporting Relationships

Reports to: The Board of Directors

**ETHICS COMMITTEE****Standing Committees****Ethics Committee**

- Board Chair
- State Advisor
- 2 non-involved board members

**Grievance Committee**

- State Advisor
- 2-3 non-involved board members

**Scholarship Committee**

- Secretary
- 1-2 appointed board members

**Finance Committee**

- Treasurer
- Financial Services
- 2 appointed board members

**Officer Elections Committee**

- Board Student Rep
- Student Rep in Training
- 2 Business Reps
  - If not 2 Business Reps, Board members with no candidates running

**Contracted Services Oversight Committee**

- Board Chair
- 2 Business Reps
  - Board Chair will appoint third committee position when the Board Chair is a business rep or when 2 business reps are not available

**Purpose**

The Ethics Committee will convene at the direction of the Board Chair in the event of a potential ethics violation and outside the timeframe of SLC. The Ethics Committee will address the following areas:

- Officer disciplinary actions
- Harassment allegations
- All other ethical violations

**Key Responsibilities**

- Convene at the direction of the Chair
- Review all aspects of the alleged violation
- Maintain confidentiality
- Expedite decisions and inform affected parties

## GRIEVANCE COMMITTEE



### Standing Committees

#### Ethics Committee

- Board Chair
- State Advisor
- 2 non-involved board members

#### Grievance Committee

- State Advisor
- 2-3 non-involved board members

#### Scholarship Committee

- Secretary
- 1-2 appointed board members

#### Finance Committee

- Treasurer
- Financial Services
- 2 appointed board members

#### Officer Elections Committee

- Board Student Rep
- Student Rep in Training
- 2 Business Reps
  - If not 2 Business Reps, Board members with no candidates running

#### Contracted Services Oversight Committee

- Board Chair
- 2 Business Reps
  - Board Chair will appoint third committee position when the Board Chair is a business rep or when 2 business reps are not available

### Purpose

The Grievance Committee will convene at the direction of the Board Chair in the event of a filed grievance during SLC. The Grievance Committee will address areas involving, but not limited to:

- Dress Code
- Competitive Events
- Officer Elections
- Ethics
- Code of Conduct
- Discrimination

### Key Responsibilities

- Convene at the direction of the Chair
- Review all aspects of the alleged violation
- Maintain confidentiality
- Expedite decisions and inform affected parties

## SCHOLARSHIP COMMITTEE



### Standing Committees

#### Ethics Committee

- Board Chair
- State Advisor
- 2 non-involved board members

#### Grievance Committee

- State Advisor
- 2-3 non-involved board members

#### Scholarship Committee

- Secretary
- 1-2 appointed board members

#### Finance Committee

- Treasurer
- Financial Services
- 2 appointed board members

#### Officer Elections Committee

- Board Student Rep
- Student Rep in Training
- 2 Business Reps
  - If not 2 Business Reps, Board members with no candidates running

#### Contracted Services Oversight Committee

- Board Chair
- 2 Business Reps
  - Board Chair will appoint third committee position when the Board Chair is a business rep or when 2 business reps are not available

### Purpose

The Scholarship Committee will serve as the organizing group of all Texas BPA scholarships including publishing, collections, and winner selection.

### Key Responsibilities

- Make adjustments to BPA scholarship application as necessary
- Submit scholarship forms to webmaster to publish by designated date
- Collect all scholarship applications
- Review and judge all submitted scholarships
- Determine winners of each scholarship
- Provide details of winners for placement in SLC scripts

## FINANCE COMMITTEE



### Standing Committees

#### Ethics Committee

- Board Chair
- State Advisor
- 2 non-involved board members

#### Grievance Committee

- State Advisor
- 2-3 non-involved board members

#### Scholarship Committee

- Secretary
- 1-2 appointed board members

#### Finance Committee

- Treasurer
- Financial Services
- 2 appointed board members

#### Officer Elections Committee

- Board Student Rep
- Student Rep in Training
- 2 Business Reps
  - If not 2 Business Reps, Board members with no candidates running

#### Contracted Services Oversight Committee

- Board Chair
- 2 Business Reps
  - Board Chair will appoint third committee position when the Board Chair is a business rep or when 2 business reps are not available

### Purpose

The Finance Committee will be responsible for creation, review, maintenance, and adherence to the budget and all financial decisions.

### Key Responsibilities

- Collect budget estimates from all contracted services for new fiscal year by July board meeting
- Present budget estimates for new contracted services from July board meeting
- Collect budget estimate changes from new contracted services prior to September board meeting
- Compile a balanced budget for recommendation to the board for each new fiscal year
- Strive for a thin chart of accounts (streamline budget line items)
- Coordinate activities with Financial Services
- Present annual recommended budget to the board at September meeting
- Monitor spending throughout year and create action plans as necessary

## OFFICER ELECTIONS COMMITTEE



### Standing Committees

#### Ethics Committee

- Board Chair
- State Advisor
- 2 non-involved board members

#### Grievance Committee

- State Advisor
- 2-3 non-involved board members

#### Scholarship Committee

- Secretary
- 1-2 appointed board members

#### Finance Committee

- Treasurer
- Financial Services
- 2 appointed board members

#### Officer Elections Committee

- Board Student Rep
- Student Rep in Training
- 2 Business Reps
  - If not 2 Business Reps, Board members with no candidates running

#### Contracted Services Oversight Committee

- Board Chair
- 2 Business Reps
  - Board Chair will appoint third committee position when the Board Chair is a business rep or when 2 business reps are not available

### Purpose

The Officer Elections Committee will serve as the organizing group for all state officer and national officer candidate elections at SLC.

### Key Responsibilities

- Collect candidate materials via officer candidate info email address
- Review all materials for completeness
- Judge officer candidate materials
- Schedule and complete interviews of officer candidates
- Create rubrics for judging candidate materials and interview
- Create and administer officer candidate test
- Count all voting ballots
- Coordinate and execute campaign rally
- Compile officer winners and deliver to closing session podium



## Standing Committees

### Ethics Committee

- Board Chair
- State Advisor
- 2 non-involved board members

### Grievance Committee

- State Advisor
- 2-3 non-involved board members

### Scholarship Committee

- Secretary
- 1-2 appointed board members

### Finance Committee

- Treasurer
- Financial Services
- 2 appointed board members

### Officer Elections Committee

- Board Student Rep
- Student Rep in Training
- 2 Business Reps
  - If not 2 Business Reps, Board members with no candidates running

### Contracted Services Oversight Committee

- Board Chair
- 2 Business Reps
  - Board Chair will appoint third committee position when the Board Chair is a business rep or when 2 business reps are not available

## CONTRACTED SERVICES OVERSIGHT COMMITTEE

### Purpose

The Contracted Services Oversight Committee will serve as the coordinating body for all Texas BPA contracted services.

### Key Responsibilities

- Collect all bids for contracted services
- Review bids during committee meeting and present at board meeting by the designated date
- Notify winners of the bid process and coordinate contract signing
- Provide signed contracts to the Board Secretary
- Complete annual review for each contracted service and present to board
- Address all areas of concern or performance issues with contracted services
- Monitor progress and performance of contracted services
- Serve as liaison between the board and contracted services

## *IMPLEMENTATION RECOMMENDATION*



- Implement for all 2012 terms
- State Officer Coordinator for 2011 bids for 7 month contract (September '11 – March '12)
- Webmaster for 2011 bid for 11 months (September '11 – July '12)
- Convention and Meeting Services for 2011 bid for 16 months (April '11 – July '12)

Date	Version	Description	Author
1/9/2011	1.0	Board Of Directors Org Structure	Organization Structure Committee
1/10/2011	1.1	Edits based on Board Feedback	Organization Structure Committee
1/16/2011	1.2	Edits based on Org Structure Committee Feedback	Organization Structure Committee
3/1/2011	1.3	Added 3 <sup>rd</sup> business representative, Past Chair, added implementation recommendation	Organization Structure Committee

