

**MISSOURI BUSINESS EDUCATION ASSOCIATION
POLICIES AND PROCEDURES HANDBOOK**

AFFILIATIONS

MISSOURI ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION

Board of Directors. As an affiliated unit of the Missouri Association for Career and Technical Education (Missouri ACTE), the Missouri Business Education Association (MBEA) is entitled to representation on the Missouri ACTE Board of Directors. According to the Missouri ACTE Constitution, each division shall be entitled to one member of the Board of Directors for each 100 professional members, or major fraction thereof, based upon the previous year's membership, not to exceed three members. Each division shall also be represented by one ex-officio member of the Board of Directors from the Department of Elementary and Secondary Education staff whose assigned responsibilities are for programs and/or services relative to that division.

House of Delegates. According to the Missouri ACTE Constitution, each division shall be entitled to one delegate for each 50 professional members, and one delegate for each 50 additional professional members, or major fraction thereof, based upon the previous year's membership. Only delegates shall have voting privileges in the House of Delegates.

President. MBEA, in rotation with other affiliated associations of Missouri ACTE, is entitled to present two to six members as candidates for Missouri ACTE President with the election to be determined by the total Missouri ACTE membership. Nominees are selected in accordance with criteria determined by the Missouri ACTE Executive Board.

Committees. Much of the work of the Missouri ACTE is done by committees, most of which are comprised of one member from each Missouri ACTE affiliate. Appointments to the committees are for three-year terms, which are staggered within the committee. MBEA committee terms are:

Awards	2017	2020	Dama Cooper - West Central
Legislative	2013	2016	Patrick Pettegrew - Southwest
Membership	2017	2020	Gina McLachlan - Central
Policy	2015	2018	Deanne Christensen - Southwest
Professional Development	2013	2016	Theresa Bynum - West Central
Program Improvement	2017	2020	Virginia Box - Central
Public Information	2015	2018	Andrew Reynolds - Central

Association for Career and Technical Education. Missouri ACTE is a state affiliate of the Association for Career and Technical Education (ACTE), and the Missouri ACTE Executive Director will notify the MBEA President on the number of MBEA delegates allowed for the ACTE meeting. It is customary that the MBEA President and President-Elect serve as delegates with expense reimbursement determined by the MBEA Executive Board.

NATIONAL BUSINESS EDUCATION ASSOCIATION

North Central Business Education Association. Five regional associations operate within the framework of the National Business Education Association (NBEA). These regions serve as a liaison between the state and national organizations. Missouri is a member of the eight-state North Central Region (NCBEA) along with the states of Illinois, Indiana, Iowa, Michigan, Minnesota, Ohio, and Wisconsin. It is customary that the MBEA President represent Missouri at the NCBEA Convention with expense reimbursement determined by the MBEA Executive Board.

The Missouri representative of the NCBEA Administrative Board serves a three-year term. The NCBEA representative will be elected by the membership during the summer conference every three years and will take office July 1 of the following year. No dues are paid to the national organization by the affiliated district organization.

NBEA Convention. It is customary that the MBEA President and the MBEA President-Elect represent Missouri at the NBEA Convention with expense reimbursement determined by the MBEA Executive Board. No dues are paid to the national organization by the affiliated state organization.

DISTRICT ORGANIZATIONS

The district associations of the MBEA are the backbone of the state organization. The district should elect at a regular business meeting a President (or Chair), a Vice-President (or Vice-Chair), a Secretary, and a Treasurer. (The offices of Secretary and Treasurer may be combined.) All district officers must be members of MBEA. A representative to the MBEA Executive Board should be elected to attend the Fall, Spring, and Summer Executive Board Meetings for the purpose of representing his/her district. (See Article IX.) Names of district officers and the District Executive Board Representative should be reported to the MBEA President-Elect by May 1.

Districts are requested to submit names of individuals who would possibly like to serve on MBEA committees to the MBEA President-Elect by May 1. Names of Summer Conference facilitators and registration workers should be submitted to the MBEA President-Elect by May 1.

Executive Board Member. The Executive Board Member shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. The Executive Board Member shall represent the district at all meetings of the MBEA Executive Board and keep the district informed of actions taken at the state level. If the Executive Board Member cannot attend, an alternate should be appointed.

District President or Chair. The District President or Chair shall perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedures Handbook. He/she shall be responsible for calling the meetings and for communicating with the MBEA Executive Board Member. It is recommended that the local District President or Chair serve as the District Representative on the MBEA Executive Board.

District Vice-President, District Secretary, and District Treasurer. The Vice-President shall assume the duties of the President in the absence of the President. Any other duties of these district officers shall be established by the district.

MBEA DISTRICTS

District #1 – Northwest District

Andrew County
Atchison County
Buchanan County
Caldwell County
Clay County *
Clinton County
Davies County
DeKalb County
Gentry County
Grundy County
Harrison County
Holt County
Livingston County
Mercer County
Nodaway County
Platte County *
Ray County
Worth County

District #2 – Central District

Boone County
Callaway County
Camden County
Cole County
Cooper County
Gasconade County
Howard County
Maries County
Miller County
Moniteau County
Montgomery County
Morgan County
Osage County
Phelps County
Pulaski County

District #3 – Southwest District

Barry County
Barton County
Cedar County
Christian County
Dade County
Dallas County
Douglas County
Greene County
Hickory County
Howell County
Jasper County
Laclede County
Lawrence County
McDonald County
Newton County
Ozark County
Polk County
Stone County
Taney County
Texas County
Vernon County
Webster County
Wright County

District #4 – Greater Kansas City Area

Belton School District
Blue Springs School District
Center School District
Excelsior Springs School District
Fort Osage School District
Grandview School District
Hickman Mills School District
Independence School District
Kansas City School District
Lee's Summit School District
Liberty School District
North Kansas City School District
Park Hill School District
Platte County R-1 School District
Pleasant Hill School District
Raytown School District

District #5 – Northeast District

Adair County
Audrain County
Chariton County
Clark County
Knox County
Lewis County
Linn County
Macon County
Marion County
Monroe County
Pike County
Putnam County
Ralls County
Randolph County
Schuyler County
Scotland County
Shelby County
Sullivan County

District #7 – Southeast District

Bollinger County
Butler County
Cape Girardeau County
Carter County
Dent County
Dunklin County
Iron County
Madison County
Mississippi County
New Madrid County
Oregon County
Pemiscot County
Perry County
Reynolds County
Ripley County
Scott County
Shannon County
St. Francois County
Ste. Genevieve County
Stoddard County
Wayne County

District #6 – West Central District

Bates County
Benton County
Carroll County
Cass County *
Henry County
Jackson County *
Johnson County
Lafayette County
Pettis County
Saline County
St. Clair County

District #8 – St. Louis Area District

City of St. Louis
Lincoln County
St. Charles County
Warren County

District #9 – East Central District

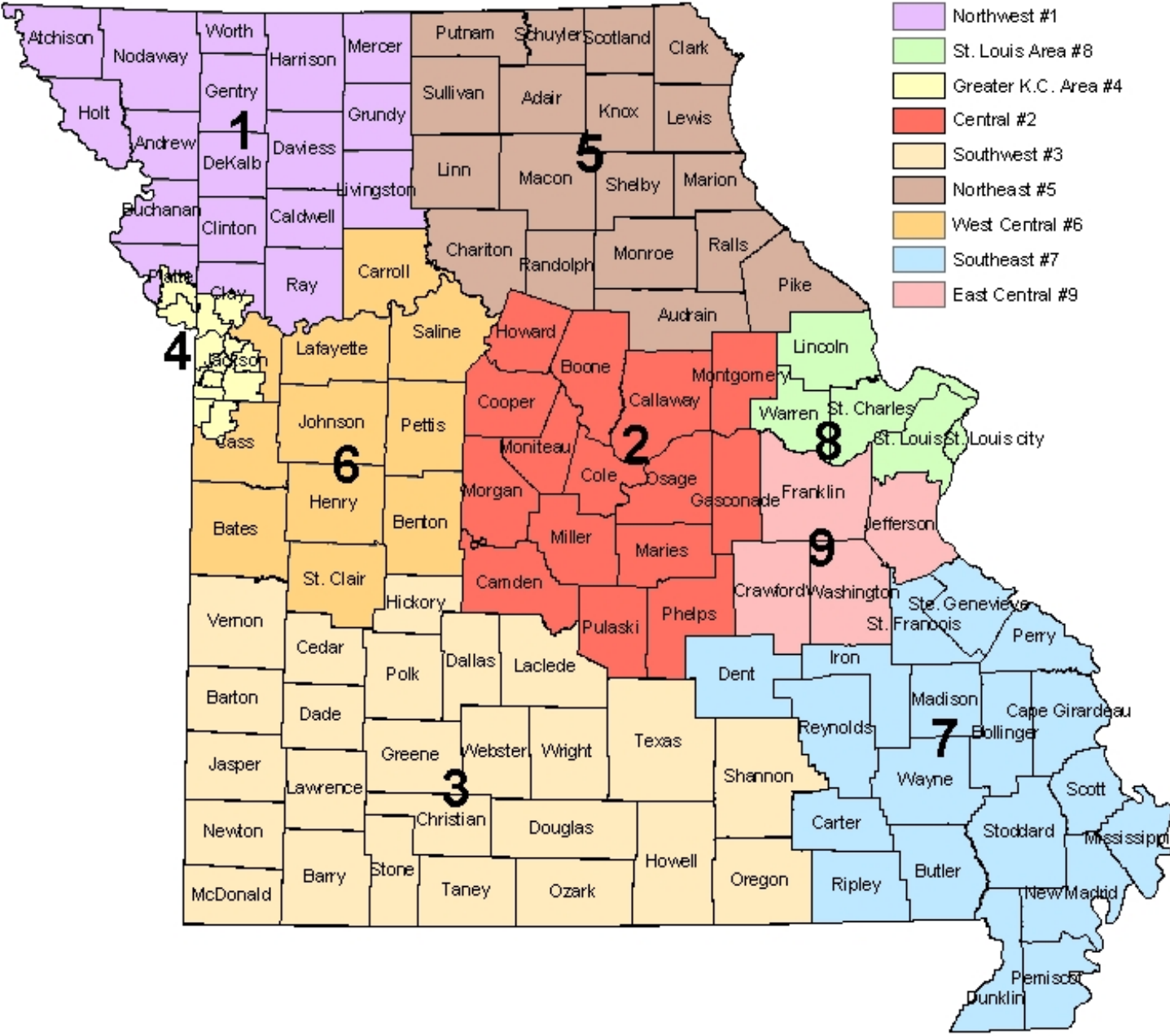
Crawford County
Franklin County
Jefferson County
Washington County

* County in two districts

District 4 is divided by school district lines; therefore, some schools are a part of two districts.

MBEA Districts

- Northwest #1
- St. Louis Area #8
- Greater K.C. Area #4
- Central #2
- Southwest #3
- Northeast #5
- West Central #6
- Southeast #7
- East Central #9



MBEA PRESIDENT CYCLE

Year	District	Name
2010-2011	East Central	Teresa Harmon
2011-2012	Central	Gina McLachlan
2012-2013	West Central	Theresa Bynum
2013-2014	Southeast	Theresa Taylor
2014-2015	Southwest	Brenda Kaiser
2015-2016	Northeast (skip-no candidate)	-----
2015-2016	Greater KC (skip-no candidate)	-----
2015-2016	Opened nominations	Ruthann Williams
2016-2017	St. Louis (skip-no candidate)	-----
2016-2017	Northwest (skip-no candidate)	-----
2016-2017	Opened nominations	Gina McLachlan
2017-2018	East Central	
	Central	
	West Central	
	Southeast	
	Southwest	

President – 1-year term

President Elect – 1-year term

Past President – 1-year term

Secretary – three-year terms

(Elected from any district.)

Rita Schildknecht	2007 – 2008, 2008 – 2009, 2009 – 2010
Ruthann Williams	2010 – 2011, 2011 – 2012, 2012 – 2013
Barbara Luna	2013 – 2014, 2014 – 2015, 2015 – 2016
Andrew Reynolds	2016 –

Treasurer – three-year terms

(Elected from any district.)

Becky Beydler	2008 – 2009, 2009 – 2010, 2010 – 2011
Roger McMillian	2011 – 2012, 2012 – 2013, 2013 – 2014
Buddy Alberson	2014 – 2015, 2015 – 2016
Heidi Daniel	2016 –

North Central Business Education Membership Director – three-year terms

Voted on a year ahead due to the term difference between NCBEA and MBEA

(Elected from any district.)

Roger McMillian	2005 – 2006, 2006 – 2007, 2007 – 2008
Michelle Lindsey	2008 – 2009, 2009 – 2010, 2010 – 2011
John DeWeese	2011 – 2012, 2012 – 2013, 2013 – 2014
Theresa Bynum	2014 – 2015, 2015 – 2016, 2016 – 2017

**Missouri Business Education Association
Policies on Reimbursement**

Submission of Bills and Reimbursement Claims

All bills for the fiscal year MUST be submitted to the Treasurer no later than June 15 for consideration of reimbursement and/or payment in the fiscal year just ending.

Purchases over \$400

Purchases over \$400 must be approved by the MBEA Officers. Contact the President initially. Do not order anything without approval for a total order of \$400 or more. Orders to one vendor cannot be split among more than the one original purchase order.

MISSOURI BUSINESS EDUCATION ASSOCIATION OFFICER DUTIES

PRESIDENT

The President of the organization has the responsibility of giving directions and stimulus to the membership. The President must be familiar with all the activities of the organization, with the leadership within the organization, and with the aims and objectives of the organization. The President is the driving force behind the accomplishments of the organization.

The constitution of the organization stipulates the duties of the President are:

- Prepare agendas and preside at all business meetings of the MBEA.
- Convene meetings of the Executive Committee.
- Act as chair of the Executive Board.
- Appoint a parliamentarian at the beginning of each MBEA Executive Board meeting with that person giving their approval in advance of the meeting.
- Ensure the District Chair is asked to report District activities.
- Receive a draft of the board minutes and motions as reported by the Secretary within 30 days after the meeting. The motions approved should be highlighted and numbered per meeting.

MBEA Committees

- Serve as an ex-officio member of all committees and provide follow-up for all committees.
- Appoint members to standing committees unless otherwise specified in Article X Committees.
- Assure that Missouri ACTE committee representatives serve on the corresponding MBEA committees.
- Ad hoc committees should be only for a special activity, which lasts for one to three years. After an ad hoc committee has been in existence for three years, it should be considered as a standing committee.
- Establish and appoint any ad hoc committees as directed by the Executive Board. The last constitution review was completed in 2010-2011 by the Constitution Committee and should be completed again in 2015-2016.
- Serve as delegate to NBEA and NCBEA or designate another MBEA member to serve in that capacity and report appropriately to the membership.
- Appoint delegates to the Missouri ACTE House of Delegates at the Summer Conference. Delegates should be appointed as follows:
 - The MBEA Executive officers.
 - A representative from each district.
 - The Missouri ACTE/MBEA Policy Committee representative.
 - The Missouri ACTE/MBEA Legislative Committee representative.
- Work collaboratively with the Department of Elementary and Secondary Education to oversee the professional programs at the Summer and Fall Conference.
 - Inform members a conference registration badge will be required for attendance at all Conference Sessions.

- Set a specific time for all MBEA committee members to meet at the Summer Conference.
- Support post-secondary activities at the Summer Conference.
- Encourage members to run for regional and national business education offices, be nominated for awards, and write articles for publications.
- Be proactive for business education seeking opportunities to present business education in good light different audiences and individuals.
- Work with the Treasurer to ensure tax-exempt status is kept current.
- Provide testimony, when required, supporting business education wherever there is a forum, being informed and active in legislation, being a voice for business education.
- Represent this Association as the first member on the Missouri ACTE Board of Directors. It is a Missouri ACTE requirement that the MBEA President be a member of ACTE.
- Perform all other duties and responsibilities as stated in the Constitution and the Policies and Procedures Handbook.

Timeline

Immediately

- Send a list of the newly elected MBEA officers to NBEA, NCBEA, and Missouri ACTE. (Forms will be sent to the President from the associations.)
- Remind former officers and committee chairs to instruct their successors of their responsibilities s outlined in the MBEA Handbook. Remind former officers and chairpersons to give handbook to incoming officers, committee chairs, or the Information Transition Coordinator.
 - Confirm committee appointments.
 - Each committee should have at least three members, and geographic balance should be considered in appointments.
 - Committee members should have MBEA leadership training.
- **Awards Committee**—the MBEA representative to the Missouri ACTE Awards Committee should be an MBEA Awards Committee member. The President appoints the chair. Remind Chair to send information on award recipients to Missouri ACTE *Reporter* and NBEA *Forum*.
- **Nominating Committee**—the chair is a past MBEA President or an active member from the district from which the nominee for President-Elect is scheduled. Other committee members should be Past Presidents from the three districts in the next rotation cycle.
- **Auditing Committee**—the chair will be the senior member of the previous year’s committee.
- **Legislative Committee**—the MBEA representative to the Missouri ACTE Legislative Committee should be a MBEA Legislative Committee member.
- **Membership Committee**—the MBEA representative to the Missouri ACTE Membership Committee should be a MBEA Membership Committee member.

- Set a date and confirm details for the Fall Meeting of the Summer Conference Program Planning Committee.
- Update names, addresses, and telephone numbers in the MBEA directory.
- Be prepared for requests for a black and white photograph for various publications.

September

- Receive information from Missouri ACTE regarding Missouri ACTE board meeting.
- Make travel arrangements and secure accommodations for ACTE Convention.
- Invite and send agenda for Summer Conference Planning Committee Meeting to Committee Members, Student Representative, and State Department personnel. DESE Business Education Supervisor makes arrangements.
- Secure a block of rooms for those needing accommodations for Summer Conference Planning Committee Meeting.
- Get Summer Conference evaluation tallies from DESE to include in Summer Conference Planning Committee Meeting.

October

- Attend Missouri ACTE Board Meeting in Jefferson City.
- Attend Missouri ACTE Budget Meeting in Jefferson City.
- Invite and send agenda for Fall Executive Board meeting to all MBEA officers, Missouri ACTE/MBEA Representatives, Executive Board Members, Student Representative, Committee Chairs and/or appointees, and State Department personnel.
- Should have received several forms from NBEA, NCBEA, and possibly Missouri ACTE for awards and office positions. Forward to Awards Committee and Nominations Committee when appropriate.
- Conduct Summer Conference Planning Committee Meeting.
 - Conduct the MBEA Summer Conference Planning Meeting.
 - Remind each District Chair/Representative to secure volunteers to work Missouri ACTE Summer Conference registration and as delegates to Missouri ACTE House of Delegates.
 - Remind each District Chair/Representative to secure individuals to serve as MBEA facilitators.

November

- Fall Executive Board meeting held in conjunction with the MBEA Fall Conference.
 - If necessary, conduct an MBEA Executive Committee Meeting prior to the MBEA Fall Conference.
 - Preside over the Fall Executive Board meeting.
 - Appoint a parliamentarian at the beginning of the MBEA Executive Board meeting with that person giving their approval in advance of the meeting.
 - Ensure that an Executive Board member is asked to report District activities.
- Convene the Fall Conference.

- Make travel arrangements and secure accommodations to attend or secure a representative from MBEA to attend ACTE National Policies Seminar. (*Usually held in March.*)

December

- Attend and represent MBEA at the ACTE convention. Serve as a delegate to ACTE House of Delegates at the National Convention.
- Receive a draft of the board minutes and motions as reported by the Secretary within 30 days after the Fall Board Meeting. The motions approved should be highlighted and numbered per meeting.
- Confirm that awards and officer deadlines for NBEA and NCBEA have been met.
- Write a letter to Missouri ACTE Executive Director requesting \$200 from Missouri ACTE to be used for National Policy Seminar (NPS).

January

- Prepare for Proclamation Signing.
 - Verify the date with State Department.
 - Send invitations to MBEA officers.
 - Communicate with DESE to make room reservations for officers.
- Make travel arrangements and secure accommodations to attend NBEA Convention.
- Coordinate with NCBEA Representative regarding the “*President’s Message*” for the NCBEA Spring Newsletter.

February

- Attend Proclamation Signing for recognition of Business Education.
- Conduct the MBEA Executive Committee meeting on the day of the proclamation signing with the Governor. (*This depends on what time the governor has to sign.*)
- Invite and send agenda for Spring Executive Board Meeting to all MBEA officers, Missouri ACTE/MBEA representatives, Executive Board Members, Student Representative, Committee Chairs and/or appointees, and State Department personnel.

March

- Conduct the MBEA Executive Committee meeting prior to the MBEA Spring Board Meeting. (*Usually held via conference call.*)
 - Preside over the Spring Executive Board Meeting.
 - Appoint a parliamentarian at the beginning of the MBEA Executive Board Meeting with that person giving his/her approval in advance of the meeting.
 - Ensure that an Executive Board Member from each District is asked to report District activities.
- Work with MBEA Student Representative in the planning of the Award Reception activities.
- Attend NBEA Conference. (*Usually held before Easter.*)
- Coordinate and participate in teleconference to finalize Summer Conference plans.

April

- Attend Missouri ACTE Board Meeting in Jefferson City.
- Receive a draft of the board minutes and motions as reported by the secretary within 30 days after the Spring Board Meeting. The motions approved should be highlighted and numbered per meeting.
- Invite NCBEA President, NBEA President, and NBEA Executive Director to Summer Conference.
- Work with State Department to finalize plans for Summer Conference.
- Confirm with the Membership Chair that the application forms for the selection of MBEA Student Representative to Executive Board have been mailed to the appropriate persons conducting business education programs.
- Begin the selection process of delegates for Missouri ACTE House of Delegates. (*Usually 16-18 members.*) Missouri ACTE usually has a June 1 deadline for names of House of Delegates representatives. Delegates should be appointed as follows:
 - MBEA Officers serve as delegates.
 - Request one delegate from each district.
 - The MBEA members currently serving on the Missouri ACTE Policy Committee and Missouri ACTE Legislative Committee should also serve as delegates.

May

- Send the letters to inform the new Student Representative of his/her selection and to the nominator.
- Check with MBEA officers on their responsibilities for the MBEA Summer Conference.
- Write article for MBEA program and send to State Department.
- Participate in the conference call for the Fall Conference Program Planning Committee.

June

- Communicate any MBEA Handbook changes with Information Transition Coordinator.
- Contact the Treasurer by June 1 to place order for gavel to be presented to President-Elect.
- Remind Treasurer to have updated financial records forwarded to the President-Elect to prepare a proposed budget for next year on July 1.
- Double-check with all committee chairs and officers finalizing plans and reports for MBEA Summer Conference.
- Prepare and send agenda for Summer Executive Board Meeting to all MBEA officers, Missouri ACTE/MBEA Representatives, Executive Board Members, Committee Chairs, Student Representatives, and State Department personnel.
- Coordinate with State Department on convention plans.
 - Invite to luncheon and provide complimentary luncheon tickets for Assistant Commissioner of Career Education, Career Education Coordinator, NCBEA President, Missouri ACTE Executive Director and Missouri ACTE President.
 - Make sure Who's Who Chair and Awards Chair have printed information about the new recipients for distribution following the announcements of the recipients.

- Plan agendas for opening session, luncheon, and closing session.
- Order plaques for Awards Committee for MBEA awards, Membership Committee for Student Representative, President-Elect for outgoing President, and President for President-Elect's gavel.

July

- Order nametags for officers. Check files before ordering.
- At some point during the Summer Conference, acknowledgement should be given to:
 - MBEA officers.
 - Past MBEA Presidents.
 - Past award recipients.
 - Past Who's Who recipients.
 - Student members, new teachers, and retiring teachers.
 - Publishing company representatives.
 - Guests from NCBEA, NBEA, and Delta Pi Epsilon.
 - Companies donating door prizes (if any given).
- Attend Missouri ACTE Board meeting prior to MBEA Conference.
- Executive Summer Board Meeting
 - Preside over the Summer Executive Board Meeting.
 - Appoint a parliamentarian at the beginning of the MBEA Executive Board meeting with that person giving their approval in advance of the meeting.
 - Insure that an Executive Board Member from each District is asked to report District activities.
- Sit in the front row at opening Missouri ACTE session.
- Attend Leadership Workshop if available, as schedule allows.
- Attend Missouri ACTE New Professionals reception with MBEA door prize.
- Meet with the other MBEA officers and the DESE Representative to discuss the Conference and look over evaluation forms immediately after the close of the Conference. (*Usually eat lunch provided by Missouri ACTE.*)
- Attend Missouri ACTE Board Meeting at the conclusion of the Summer Conference.
- Communicate suggestions of changes in the President's MBEA Handbook to the Information Transition Coordinator.
- Receive all of the Secretary's records at Fall Conference Executive Board Meeting and submit to the individual responsible for archived records storage.
- Transfer all President's materials (including MBEA President's Handbook) to next year's President or Information Transition Coordinator.
- Send thank you notes to officers and committee members.

PRESIDENT-ELECT

The President-Elect will:

- Preside at all meetings of the Association and the Executive Board in the absence of the President. Assume the office of the President in the event of resignation or the inability of that officer to serve.
- Stimulate and assist District organization activities.
- Participate in Summer Conference Planning Committee.
- Act as chair of the Fall Conference Planning Committee.
- Represent MBEA as the second member of the Missouri ACTE Board of Directors. It is a Missouri ACTE requirement that the MBEA President-Elect be a member of ACTE.
- Determine committee members and chairs.
- Prepare and present a balanced budget for the upcoming year for consideration by the membership at the Annual Summer Business Meeting.
- Prepare and present a Program of Work for the upcoming year for consideration by the membership at the Annual Summer Business Meeting.
- Facilitate meetings of MBEA Committees and District Chairs at Summer Conference.
- Perform all other duties designated by the President.
- Perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedure Handbook.

Timeline

October

- Attend Missouri ACTE Board meeting—Jefferson City.
- Attend the MBEA Summer Conference Planning Meeting.

November

- Attend the MBEA Executive Committee Meeting prior to the MBEA Fall Conference.
- Attend MBEA Fall Executive Board Meeting and Fall Conference.

January

- Make plans to attend the NBEA Conference. (*Usually before Easter.*)

February

- Attend the MBEA Executive Committee meeting on the day of the Proclamation Signing with the Governor.
- Attend Proclamation Signing for recognition of Business Education.

March

- Attend MBEA Spring Executive Board Planning Session—Jefferson City.

- Take and distribute extra budget forms to officers, Executive Board Members, Student Representative, District Chairs, and Committee Chairs. Collect them at Spring Meeting to assist in creating budget.
- Attend Missouri ACTE Board meeting—Jefferson City (if held).
- Attend NBEA Conference. (*Usually before Easter.*)
- Participate in teleconference to finalize Summer Conference plans.
- Participate in MBEA Executive Board Meeting (Usually held via teleconference)

April

- Coordinate with DESE to hold conference call with Fall Conference Program Planning Committee.
- Send memo to chairs and committee members regarding Fall Conference to notify the members of the date and time of conference call. This committee will meet through the conference call arranged by the State Department personnel.
- As delegated by the President, appoint new committee members to all MBEA Committees and to the appropriate Missouri ACTE Committees. (See list of those who attended the previous summer leadership workshop. The previous Past President has that list of names.)
 - Each committee should have at least three members, and the geographic balance should be considered in appointments.
 - Committee members should have MBEA leadership training.
 - **Awards Committee**—the MBEA representative to the Missouri ACTE Awards Committee should be an MBEA Awards Committee member. The President appoints the chair. Remind Chair to send information on award recipients to Missouri ACTE *Reporter* and NBEA *Forum*.
 - **Nominations Committee**—the chair is a past MBEA President or an active member from the district from which the nominee for President-Elect is scheduled. Other committee members should be Past Presidents from the three districts in the next rotation cycle.
 - **Auditing Committee**—the chair will be the senior member of the previous year’s committee.
 - **Legislative Committee**—the MBEA representative to the Missouri ACTE Legislative Committee should be an MBEA Legislative Committee member.
 - **Membership Committee**—the MBEA representative to the Missouri ACTE Membership Committee should be an MBEA Membership Committee member.
 - Appoint members to standing committees unless otherwise specified in Article X—Committees of the MBEA Constitution.
- Contact each district of the outgoing officers to remind them they may also recognize outgoing officers.

May

- Conduct conference call with Fall Conference Program Planning members.

- Secure names and addresses of participants in previous MBEA leadership training for assistance in making committee appointments. (Past President has Leadership Session names.)
- Identify District Chairs, Executive Board Members, Committee Members, Student Representative, and Committee Chairs.

June

- Communicate any MBEA Handbook changes to the Information Transition Coordinator.
- Work with Information Transition Coordinator to assist in updating MBEA Handbooks.
- Contact the Treasurer by June 1 to place order for plaque to be presented to outgoing President.
- Update and assemble the MBEA directory information. Make copies to take to the July Executive Board Meeting.
- Send memo to committee chairs and new committee members notifying them of scheduled committee meeting at the Summer Conference. Remind committee chairs to notify committee members.
- Prepare a balanced budget for consideration by the membership at the Annual Summer Business Meeting.
- Prepare a Program of Work for the upcoming year for consideration by the membership at the Annual Summer Business Meeting.

July

- Missouri ACTE Conference
 - Attend Missouri ACTE Conference.
 - Attend Missouri ACTE Board meeting prior to MBEA Conference.
 - Attend Missouri ACTE Board meeting at the conclusion of the conference.
- MBEA Board Meeting
 - Present a balanced budget and the Program of Work at MBEA Executive Board Meeting.
 - Distribute new MBEA directories at Executive Board Meeting.
- MBEA Summer Conference
 - Present a balanced budget and the Program of Work at MBEA Closing Sessions Business Meeting.
 - Facilitate Committee Meeting at Summer Conference and meet with District Chairs.
 - Attend Leadership Workshop if available.
 - Meet with the other MBEA officers to discuss the Conference and look over evaluation forms immediately after the close of the Conference. (*Usually eat lunch provided by Missouri ACTE.*)
- Obtain President's materials from the outgoing President. Pass MBEA Handbook and other materials on to the incoming President-Elect or Information Transition Coordinator.

- Work with Information Transition Coordinator in updating MBEA Handbooks. Communicate suggestions of changes in President-Elect's responsibilities in the MBEA Handbook to the Information Transition Coordinator.

SECRETARY

The Secretary has the responsibility of keeping an active record of the activities of the organization, which includes publication, job/organization descriptions, and bylaws.

The constitution specifies that the Secretary will:

- Keep records of all the activities of the Missouri Business Education Association.
- Represent this Association as the third member of the Missouri ACTE Board of Directors. It is a Missouri ACTE requirement that the MBEA Secretary be a member of ACTE.
- Record and report accurate minutes of the proceedings at all meetings of the Association and the Executive Board. Distribute copies of the minutes. The Executive Board meetings will require approximately 50 copies.
- Report the minutes of the previous business sessions to the assembled membership at the succeeding business meeting. Have copies of the minutes available for distribution at all meetings (i.e. Summer Conference Business Meeting). The MBEA business meeting will require approximately 250 copies.
- Send draft copy of MBEA board minutes to board members within 30 days of the meeting. The motions approved should be highlighted and numbered per meeting.
- Maintain a comprehensive, consecutively numbered list of motions.
- Compile a listing of amendments to the constitution to be distributed at the Summer Business Meeting.
- Keep a current listing of the names and addresses of the officers and board members of the districts in the state.
- Aid in the planning of the meetings and conferences of the Missouri Business Education Association.
- Prepare the reports required by the organizations with which MBEA is affiliated.
- Save and file all reports distributed along with the minutes.
- These can be placed in a notebook or folder and should be forwarded to the next Secretary.
- **Archive records of the MBEA.** The materials to be archived will be the Secretary's notebook, which will include minutes of all board meeting with all reports, conference programs, and awards booklets attached as appendices. Submit annually the Secretary's notebook and all listed MBEA archive items to the President.
- Perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedure Handbook.

Timeline

July/August

- Remind the President to update the list of MBEA Board and District Chairs for the next school year. The President will need names, addresses, and phone numbers. Start this procedure at the Missouri ACTE/MBEA Summer Conference.

September

- Receive information from Missouri ACTE regarding Missouri ACTE Board Meeting.

October

- Attend Missouri ACTE Board meeting—Jefferson City.
- Attend the Summer Conference Planning Meeting.
- Record the minutes of the MBEA Summer Conference Planning Meeting.

November

- Attend MBEA Fall Executive Board Meeting held in conjunction with this MBEA Fall Conference.
 - Attend and take minutes at the MBEA Executive Committee Meeting prior to the MBEA Fall Conference. (*Usually held the night before the meeting.*)
 - Attend and take minutes at the Fall MBEA Executive Board Meeting.
 - Transcribe the minutes and place them in the notebook.
 - Send draft copy of MBEA board minutes to board members within 30 days of the meeting. The motions approved should be highlighted and numbered per meeting.
 - Distribute minutes from Summer Executive Board Meeting and the Summer Conference Board Meeting.
- Attend Fall Conference.

December

- Send draft copy of MBEA board minutes to board members within 30 days of the meeting. The motions approved should be highlighted and numbered per meeting.

January

- Attend Missouri ACTE Board Meeting in Jefferson City.

February

- Attend the MBEA Executive Committee Meeting.
- Attend Proclamation Signing for recognition of Business Education.

March

- Attend Spring Executive Board Meeting.
 - Attend and take minutes at the MBEA Executive Committee meeting prior to the MBEA Spring Board Meeting.
 - Take minutes at Spring MBEA Executive Board meeting (*usually conducted via teleconference*).
 - Transcribe the minutes and place them in the notebook.
 - Send draft copy of MBEA board minutes to board members within 30 days of the meeting. The motions approved should be highlighted and numbered per meeting.
 - Distribute minutes from MBEA Fall Executive Board Meeting.
 - Complete budget form (found in the back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.

- Attend Missouri ACTE Board Meeting in Jefferson City.
- Send letter to Missouri ACTE President, NCBEA President, NBEA President, and NBEA Executive Director inviting them to attend our MBEA Summer Conference and luncheon. Communicate with President on correspondence before mailing.
- Participate in teleconference to finalize Summer Conference plans.

April

- Send draft copy of MBEA board minutes to board members within 30 days of the meeting. The motions approved should be highlighted and numbered per meeting.
- Work with State Department to finalize plans for MBEA Summer Conference computer workshops.

May

- Participate in the conference call with the Fall Conference Program Planning Committee.

June

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.
- Close books and complete reports for July Executive Board Meeting.

July

- Attend Missouri ACTE Conference.
- Summer Conference Executive Board Meeting held in conjunction with the MBEA Summer Conference.
 - Take minutes at MBEA Summer Conference Executive Board Meeting at the Missouri ACTE Conference.
 - Transcribe the minutes and place them in the notebook. Forward the minutes on to incoming Secretary.
 - Send draft copy of MBEA board minutes to board members within 30 days of the meeting. The motions approved should be highlighted and numbered per meeting.
 - Distribute minutes from MBEA Spring Executive Board Meeting.
- Attend Leadership Workshop if offered.
 - Summer Conference Closing Session
 - Distribute the business meeting minutes from the previous year to the membership.
 - Take minutes at the closing session business meeting.
 - Transcribe and forward on to the incoming Secretary.
- Meet with the other MBEA officers to discuss the Conference and evaluation forms immediately after the close of the Conference. (*Usually eat lunch provided by Missouri ACTE.*)
- Pass MBEA Handbook and other materials to the incoming Secretary or the Information Transition Coordinator.
- Communicate suggestions or changes in the Secretary's responsibilities to the Information Transition Coordinator.

- Send draft copy of MBEA board minutes to board members within 30 days of the meeting. The motions approved should be highlighted and numbered per meeting.

TREASURER

The Treasurer will:

- Act as a custodian of all funds of the Missouri Business Education Association.
- Disburse such funds at the direction of the Executive Board or when included in adopted budget.
- Present a financial report to the membership at the business meetings of the Missouri Business Education Association.
- Keep accurate financial records and submit a current itemized report of the receipts, expenditures, and the balance on hand at each Executive Board meeting.
- Maintain a notebook of financial statements and reports.
- Establish an interest-bearing checking account at a location convenient to deposit funds for the organization upon receiving the monies and records.
- Coordinate the receipts of funds for the Summer Conference meal functions and the Fall Conference.
- Work with the President to ensure tax-exempt status is kept current.
- Secure bonding for the Treasurer for \$50,000 as soon as the checking account has been opened.
- Meet with the Auditing Chair and/or Committee at the MBEA Fall and Spring Board Meetings for discussion, questions, and brief examination of the books (checkbook register, bank receipts, expenditures report, receipts reports, summary report, membership report, etc.).
- Close membership enrollment in the current fiscal year on March 1.
- Prepare a rebate check to each district chairperson based on the district's March 1 membership. The checks will be mailed directly to the district's treasurer.
- Maintain a database of current MBEA members from reports received from the Missouri ACTE office.
- Prepare membership records and report at Executive Board Meeting.
- Aid in planning the meetings of the Missouri Business Education Association.
- The Auditing Committee will audit the Treasurer's books prior to the beginning of the Summer Executive Board meeting and, therefore, be able to give its report at the board meeting. The Treasurer must have the records ready to be audited prior to the Summer Conference Board Meeting and ready to be passed to the incoming Treasurer at the conclusion of the Summer Conference.
- Missouri ACTE handles all dues collected for membership in the Missouri Business Education Association. Any dues collected by MBEA, Missouri ACTE, ACTE, and NBEA should be sent to the Missouri ACTE office. They will forward to the appropriate associations.
- The financial records must be kept for a minimum of five years and documents are archived as needed.

- Perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedure Handbook.
- Void all outstanding checks more than 180 days and do not re-issue.

TIMELINE

Ongoing

- Consistency in categorizing expenses on the expense vouchers, in the detailed expense report and the summary report.
- Canceled checks should continue to be stapled to the bank statement, sequential order maintained in folders, and bank statement reconciled each month and the adjusted bank balance should be reflected in the checkbook in an easy-to-recognize format. When the checkbook is reconciled, a circle should be written to indicate that the check is outstanding. When the check clears the bank, a checkmark should be placed in the circle.
- Encourage recipients of checks to cash checks as soon as possible. All checks outstanding more than 180 days will be voided and will not be re-issued.
- Money received for membership dues should be documented by indicating on the receipt form the number of members in each category and stapling a copy of the membership summary report received from ACTE to the receipt form along with the copy of the check.
- All expenses should be paid in the budget year; bills should be submitted by June 15 for this purpose.
- Maintain a database of MBEA membership from reports received from Missouri ACTE.
- Executive Board approval must be given for large expenditures for business conferences, especially those out of state.

June

- Reimburse President for ordering plaques for Awards Committee for MBEA awards, Membership Committee for Student Representative, President-Elect for outgoing President, and President for President-Elect's gavel.

July

- Receive check from outgoing Treasurer to open a checking account.
- Treasurer should obtain bonding as soon as the new account has been opened.
- Ensure the non-profit registration report is filed by August 31 of each year.

October

- Summer Conference Planning Meeting
 - Attend the MBEA Summer Conference Planning Meeting.
 - Mail basket raffle reimbursement checks to the districts based on their participation in the basket raffle during summer conference. The checks will be mailed directly to the district treasurer or scholarship trustee.
 - Have forms ready for selected members' reimbursements to be paid.

- Reimburse Summer Conference Planning Committee mileage and room expenses (if needed).

November

- Meet with the Auditing Committee prior to the Fall MBEA Executive Board Meeting for discussion, questions, and brief examination of the books.
- Present a Treasurer's report of the receipts, expenditures, and the balance on hand at the Fall MBEA Board Meeting.
- Present a membership report, including numbers as of October 31, at the Fall MBEA Board Meeting.
- Attend Fall Conference
 - Reimburse Executive Board members at 25 cents a mile.
 - Reimburse Committee Chairs, Missouri ACTE/MBEA Representatives \$25.
 - Reimburse ½ room rate for those who need to arrive Thursday for assisting with Conference on Friday morning. No Friday ½ room reimbursement for Board Members or Officers. There is no partial reimbursement for District Chairs who choose to attend.

February

- Attend the MBEA Executive Committee Meeting.
- Attend Proclamation Signing for recognition of Business Education.

March

- Meet with the Auditing Committee prior to the Spring MBEA Executive Board Meeting for discussion, questions, and brief examination of the books.
- Present a Treasurer's report of the receipts, expenditures, and the balance on hand at the Spring MBEA Board Meeting.
- Present a membership report at the Spring MBEA Board Meeting. (*Usually held via Conference Call.*)
- Close membership on March 1 for the current fiscal year. Prepare a rebate check to each district based on each District's March 1 membership. The checks will be mailed directly to the district treasurer. (Districts are reimbursed \$2 per active member, and \$0 per student or retired member. These numbers will be used for the Spring Membership Report.)
- Obtain a detailed written report on the status of the Charles Newman Scholarship Fund and the Joanne Newcomer Scholarship Fund prior to the MBEA March Board Meeting for presentation.
- Participate in teleconference to finalize Summer Conference plans.

May

- Participate in the conference call for the Fall Conference Program Planning Meeting.

June

- Communicate any MBEA Handbook changes with the Information Transition Coordinator.
- Close the books for the MBEA fiscal year as of June 30.

July

- July—after closing the records for the current fiscal year, send the President-Elect a copy of the Receipts and Disbursements Summary Report to assist in preparing the upcoming fiscal year budget.
- Attend Missouri ACTE Conference.
- The Treasurer must have the records ready to be audited prior to the Summer Conference Board Meeting. Present the Treasurer's books to the Auditing Committee for examination prior to the beginning of the Summer MBEA Executive Board Meeting. The Treasurer's records are to be passed to the incoming Treasurer at the conclusion of the Summer Conference.
- Summer Conference Executive Board Meeting is held in conjunction with the MBEA Summer Conference.
 - Present a Treasurer's report of the receipts, expenditures, and the balance on hand.
 - Present a membership report, including numbers as of June 30, at the Summer MBEA Board Meeting.
- MBEA Summer Conference
 - Attend Leadership Workshop if offered.
 - Disseminate copies of the Treasurer's report at the MBEA Business Meeting. (250 copies)
 - Meet with the other MBEA officers to discuss the Conference and look over evaluation forms immediately after the close of the Conference. (*Usually eat lunch provided by Missouri ACTE.*)
- Relinquish Treasurer's files to incoming Treasurer after completing payment of expenses from the conference. Pass MBEA Treasurer's Handbook to the incoming Treasurer or the Information Transition Coordinator.
- Archive old records as needed.
- Communicate suggestions of changes in Treasurer's responsibilities in the MBEA Handbook to the Information Transition Coordinator.

PAST-PRESIDENT

Duties of the Past-President of the Missouri Business Education Association shall be as follows:

- Serve in an advisory capacity to the President and Executive Board.
- Participate in the planning of conferences.
- Perform the duties and responsibilities as detailed in the Missouri Business Education Association Policy and Procedure Handbook.

TIMELINE

October

- Summer Conference Planning Meeting
 - Attend the MBEA Summer Conference Planning Meeting.
 - Collect ideas for the Leadership Session held at Missouri ACTE/MBEA Summer Conference on odd number years.

November

- Attend MBEA Fall Executive Board Meeting and the Fall Conference.

February

- Attend the MBEA Executive Committee Meeting
- Attend Proclamation Signing for recognition of Business Education.

March

- Attend MBEA Spring Executive Board Meeting. (*Usually via conference call.*)
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.
- Participate in teleconference to finalize Summer Conference plans.

May

- Participate in conference call with Fall Conference Program Planning members.

June

- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend Missouri ACTE/MBEA Conference.
- Attend MBEA Summer Executive Board Meeting and the Summer Conference.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.
- Pass Past President's Handbook to the incoming MBEA Past President or to the Information Transition Coordinator. Archive old records as needed.

EXECUTIVE BOARD

The management of the affairs of the Missouri Business Education Association (MBEA) is vested in Executive Board. The District Representatives will act as liaison between the District organization and the State organization.

The Executive Board members communicate interests and concerns of the District to the MBEA Board and help to handle requests from the MBEA Board. Any new business shall have been sent to the President in time for inclusion on the agenda.

The Executive Board, meeting in March 1969, ordered that the meetings of the Executive Board be declared open meetings. Visitors may be permitted to enter into discussion or bring any new business before the Executive Board only by approval of the presiding officer. Visitors or members, other than the voting executive board members, may not make or second a motion or vote.

- Members of the Executive Board must be members of MBEA.
- Voting members of the Executive Board consist of:
 - The Officers of the Missouri Business Education Association.
 - The retiring President.
 - The Representative to NCBEA.
 - The Student Representative.
 - One representative from each of the district associations.
- Non-voting members of the Executive Board:
 - Department of Elementary and Secondary Education Representative.
 - Information Transition Coordinator.
- Term of Office
 - Each Executive Board member will serve a term from the close of the Summer Business Meeting until the close of the Summer Business Meeting the following year. (Concurrent with the Executive Officers of MBEA.)
- Executive Board members are to attend:
 - The Fall MBEA Board Meeting. (November, usually held with the Fall Conference.)
 - The Spring MBEA Board Meeting. (February or March, usually held via teleconference.)
 - The Summer MBEA Board Meeting. (July, usually held with the Summer Conference.)

Missouri ACTE/MBEA Representatives are invited to attend the Leadership Session normally provided at the Missouri ACTE/MBEA Summer Conference on odd number years.

Executive Board members are to pass their MBEA Handbook to the incoming Executive Board member when they go off the Board or to the Information Transition Coordinator.

DISTRICT CHAIRPERSONS

The District Chairperson plays a very important role in MBEA. The Chairperson will be chosen by his/her respective district and must be a current MBEA member. All MBEA Districts are to hold a minimum of two area district meetings per year, which will bring about better continuity and increased membership.

- District Level Responsibilities
 - Call meetings.
 - Designate the time and place of meetings. (Districts are to hold a minimum of two meetings per year.) It is recognized that one meeting may be with officers only.
 - Prepare/organize the programs for the meetings.
- State Level Responsibilities
 - A report of the activities of each District should be presented orally and submit six written copies to the MBEA Executive Board Meetings in the Fall, Spring, and Summer. Either the District President or Chair or the District Representative on the MBEA Executive Board should attend and make the presentation at these MBEA Board Meetings.
 - Make appointments to MBEA Committees including, but not limited to, Ambassadors, Audit, Awards, Basket, Fall Conference Planning, Legislative, Marketing/Linkages, Membership, New Professionals, Nominations, Scholarship, Who's Who, when the three-year rotation of their district committee representative ends. Be sure this information is sent to the President-Elect by May 1. Any person representing MBEA at any level must be a member of MBEA.
 - Make sure that the District Secretary has communicated new officers, appointments, or updated information by May 1 and especially the name of the Summer Conference Planning Representative to the MBEA President-Elect.
 - Communicate to the MBEA President-Elect the names of individuals who would like to serve at the state level for a variety of positions including MBEA Committees, facilitators, delegates, and registration assistants.
 - Email the name and mailing address of the district treasurer to the MBEA treasurer by September 1.
 - Inform district treasurer and other representatives to deposit MBEA checks as soon as possible. All checks outstanding more than 180 days will be voided and will not be re-issued.

**DESE REPRESENTATIVE TO MBEA
(ASSISTANCE OFFERED TO MBEA)**

The DESE representative to the MBEA organization will help coordinate activities.

The DESE representative(s) will coordinate the Missouri ACTE/MBEA Summer Conference by doing the following:

- Arrange and participate in the planning meeting for Summer Conference.
- Provide copies of the summary of the previous year's conference evaluations to the post-secondary and secondary attendees for the MBEA Summer Conference Planning Meeting.
- Contract speakers for general sessions utilizing MBEA budget and committee recommendations.
- Create presentation proposal forms for workshops for topics recommended by committee.
- Provide information and presentation proposal forms on the Website and as handouts at appropriate meetings.
- Receive, verify, and file completed proposal forms.
- Coordinate plans with conference facility representative to accommodate MBEA Summer Conference activities.
 - Determine availability of meeting rooms.
 - Plan rooms setups.
 - Determine costs for and order food, refreshments, and other needed items.
 - Serve as the primary liaison to the conference facility.
- Work cooperatively with MBEA officers in planning and implementing program activities.
- Develop hands-on training opportunities with help of officers.
 - Make personal contacts with computer companies.
 - Utilize oral and written communications.
 - Develop contracts.
 - Identify and contact expert trainers for labs.
- Organize and create schedule of Summer Conference activities with help of officers.
 - Give list to Missouri ACTE
 - Correlate workshops to rooms available.
 - Communicate to presenters their assigned presentation day, time, and room.
 - Follow up with presenters for needed information.
 - Create contracts for presenters' honorariums to be paid by DESE.
 - Provide MBEA Treasurer a list of presenters whose honorariums are to be paid by MBEA.
- Communicate with vendors and other companies regarding conference speakers, sponsorships, door prizes, etc.

- Create, update, and maintain a database of facilitators for secondary and post-secondary workshops and general sessions.
 - Assign facilitators to workshops.
 - Communicate to facilitators their assignments and guidelines.
 - Prepare packets for facilitators to include attendance sheets, guidelines, evaluations, etc.
 - Create thank you notes for speakers to include in appropriate facilitators' packets.
 - In the guidelines, instruct facilitators that a conference registration badge is required for attendance at all MBEA Summer Conference Sessions.
- Create Summer Conference program.
 - Finalize session titles and descriptions.
 - Submit the written program to Missouri ACTE for the *Reporter*.
 - Post the program and other conference details to the MBEA Website.
 - Coordinate cover design, layout, and publishing of the program, meeting deadlines to assure the printed program is available at the conference.
- Develop list of audiovisual and other equipment needed.
 - Schedule and order audiovisual equipment and screens needed for sessions.
 - Identify technical support person to coordinate transporting, setting up, and dismantling equipment for speakers.
- Prepare room signs for sessions and sponsorship posters and post them.
- Create and provide handouts, including conference evaluation forms, Fall Conference information, and sample news release for conference participants and others as needed.
- Be available for assistance and trouble shooting at Summer Conference.
 - Oversee the setup of meeting facilities.
 - Coordinate collection of completed evaluation forms.
- Read, tabulate, and record evaluation responses.
 - Report results to MBEA Board.
 - Answer numerous telephone calls about Missouri ACTE/MBEA Conference.
 - Meet with the other MBEA officers to discuss the Conference and evaluation forms immediately after the close of the Conference. (*Usually eat lunch provided by Missouri ACTE.*)

Assist with planning of MBEA Fall Conference:

- Contract with the conference facility, in consultation with the MBEA officers.
- Facilitate conference call for the MBEA Fall Conference Planning Committee.
 - Set date, time, and theme—if needed.
 - Determine workshops/speakers.
 - Determine tentative agenda.

- Work closely with the Fall Conference Planning Committee throughout the year on conference decisions.
- Prepare exhibit contract, based on requirements of the conference facility and conference committee.
 - Invite vendors to exhibit.
 - Arrange for tables, electricity, and other requirements for exhibitors.
- Create flyer for the Missouri ACTE/MBEA Summer Conference handout table.
 - Create news items for publications.
 - Create flyers with registration forms for the Website and Missouri Business Exchange.
 - Post conference information, program, and registration form on the MBEA Website.
- Prepare presentation proposal form to disseminate through meetings and the MBEA Website.
 - Schedule speakers.
 - Create conference program.
 - Send confirmation letters to speakers.
 - Create thank you notes for presenters.
- Determine audiovisual needs and order equipment.
- Serve as primary liaison with conference facility representative.
 - Make reservations for guest speakers and state staff.
 - Arrange for tables, electricity, and other requirements for exhibitors.
 - Order food.
 - Prepare meeting room setup information.
- Gather materials for conference packets.
 - Assist with assembling conference packets.
- Provide assistance to conference committee as needed.
- Prepare and send a summary of conference evaluations to the Fall Conference Planning Committee.

Assist Leadership of State Professional Organizations:

- Serve as DESE representative on Missouri ACTE Board.
 - Attend Missouri ACTE Board meetings.
 - Create correspondence to share Missouri ACTE information with staff.
 - Communicate orally and in writing to provide information to Missouri ACTE Executive Director.
- Serve as liaison between state and MBEA.
 - Attend MBEA board meetings and planning meetings.
 - Present DESE update at each meeting.
 - Utilize oral and written communication with MBEA officers.

- Provide requested information to MBEA officers and committee chairpersons.
- Coordinate Spring MBEA Board Meeting.
 - Procure meeting room.
 - Make luncheon arrangements.
 - Present a DESE update report.
 - Clean up after meeting.

NCBEA Membership Director

The Missouri Membership Director to the North Central Business Education Association (NCBEA) will be elected to a three-year term by the membership. He/she will begin the term on July 1 of the year following the election. The NCBEA Membership Director also promotes and recruits membership in the National Business Education Association through newsletters, exhibits, advertisements, fact sheets, etc. Through joining NBEA, the Missouri members automatically become members of the regional business education association (NCBEA).

The NCBEA Membership Director will:

- Serve as a member of the NCBEA Administrative Board and attend all meetings (usually two per year) and submit a written report.
- Serve as a member of the NCBEA Membership, Marketing/Linkages, and Awards Committees; work closely with the NCBEA membership director to develop a program of promotional activities for the year and send samples (two each) of letters, forms, or artwork developed.
- Attend the NCBEA annual convention and business meeting and NCBEA conferences when held.
- Promote NCBEA and NBEA membership and attendance at conventions. Attend the membership directors' workshops conducted at the regional and national conventions.
- Represent NCBEA at MBEA meetings and serve as a liaison between the two groups.
- Represent NCBEA at professional business education meetings.
- Request reimbursement for NBEA membership recruitment from the NCBEA Treasurer when such reimbursement is authorized by the NCBEA Administrative Board.
- Encourage nominations of candidates for NBEA and NCBEA offices and positions.
- Submit written NCBEA and membership reports at MBEA Board Meetings.
- Submit an updated MBEA directory to the NCBEA President and board members; submit ten copies of MBEA's convention programs to the NCBEA Public Relations Committee Chair.
- Be sure MBEA President invites the NCBEA President to attend the state convention—subsidizing a portion of the related expenses may be considered.
- Assist in the orientation of the NCBEA student representative when that person is from Missouri.
- Assist with the sponsoring of NCBEA and NBEA conventions held within Missouri.
- Submit a newsletter article on Missouri Business Education Association activities for the fall issue. Request MBEA President submit an article to NCEA newsletter editor for spring issue.
- Plan promotional activities that reach every business teacher in the state, at every level of instruction, with an invitation to join NBEA.
- Order lists of lapsed members and promotional materials from NBEA. Follow up NBEA renewal mailings by getting in touch—by mail, telephone, e-mail, or in person—with the state's lapsed NBEA members to urge them to renew.

- Set up an NBEA membership booth at every state meeting. Make arrangements to talk about the benefits and services of NBEA and regional association membership to the first year business education teachers. Forward all NBEA membership dues collected to NBEA promptly.
- Maintain a file of materials pertaining to the activities of the office, to be forwarded to the incoming NCBEA Membership Director.
- At the end of the three-year term, transfer the NCBEA Handbook and the MBEA Handbook to the newly elected Missouri Membership Director or the Information Transition Coordinator.

Timeline

September/October/November

- Contact NBEA headquarters and request membership information and materials; send mailing to lapsed members.
- Attend Fall Executive Board Meeting and provide three copies of a report on NCBEA activities and membership. Set up a display at conference regarding NBEA.

January/February

- Follow-up mailing if membership is far below goal.

March

- Attend MBEA Spring Executive Board Meeting and present an oral report and (*usually completed via conference call*)
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary. Include in the budget request a monetary gift of at least \$200 for the NBEA Convention first-time attendees.
- Attend the NBEA Annual Convention and NBEA membership director meetings.

May/June

- Communicate any MBEA Handbook changes to the Information Transition Coordinator.
- Send for display materials from NBEA to be used in membership booth at MBEA Conferences. Order NCBEA ribbons from the NCBEA Treasurer for the conference.

July

- Attend MBEA Summer Conference Board Meeting and present an oral report and three written copies. Set up an NBEA membership booth during conference.
- Attend MBEA Leadership Session at Summer Conference if offered.
- Archive old records as needed.
- Pass the NCBEA Handbook, the Membership Handbook, and the file of materials to the incoming NCBEA Membership Director.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator and pass the MBEA Handbook to the incoming NCBEA Membership Director.

NOTE: The State Department may be contacted to acquire a roster of new business education teachers for a special mailing. Also, fact sheets/membership brochures should be made available at all business education functions.

MBEA STUDENT REPRESENTATIVE

The purpose of the MBEA Student Representative is to help business students become more actively involved in their state organization. (Form for application may be found in back of MBEA Handbook.)

The responsibilities of this position include:

- Keep business students informed of what is happening in MBEA.
- Encourage student membership in MBEA.

MBEA Student Representative Recognition Award

The Awardee serves as a student representative on the MBEA Board for the Fall, Spring, and Summer Executive Board meetings. The recipient must be duly enrolled in the year in which he or she serves. The award will be presented to a junior or senior or graduate student who plans to enter the business teacher profession.

- **Objectives**
 - Participate in MBEA professional leadership role.
 - Provide an opportunity for professional growth.
 - Encourage student participation in MBEA.
 - Recognize participation in professional activities.
 - Afford an opportunity for a student to meet outstanding leaders in the field of business education.
 - Promote identification of MBEA as a professional entity.
- **Criteria**
 - Student must be a member of MBEA.
 - Student has demonstrated leadership ability.
 - Student has demonstrated success in scholarly activities.
 - Student must be in the junior or senior year or a graduate student at the time of application.
- **Procedures**
 - Students will forward the application materials on or before May 1 to the MBEA President.
 - Application materials must include ONLY the following:
 - MBEA Student Application form found in MBEA Handbook.
 - Letter of recommendation from the head of the student's business education department.
 - Two additional recommendation letters.
 - Resume.
 - Statement (not to exceed two typewritten pages) of how the student perceives the role and why the student is seeking the appointment.

- **Award**
 - One Student Representative and one Alternate will be selected using a scoring guide.
 - Notification will be made by June 15. The alternate will assume the duties in the event of resignation or inability of the Student Representative to serve.
 - Student Representative will receive the same reimbursement as other MBEA Board Members.
 - Outgoing Student representative will receive a plaque and an NBEA professional membership for the year after service.

Timeline

November

- Attend Fall Executive Board Meeting. Present a report orally and submit six written copies.

March

- Attend MBEA Spring Executive Board Meeting. Present report orally and six written copies. Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.
- Assist MBEA President in planning the Award Reception activities.

June

- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present a report orally and three written copies. Assist with MBEA New Professionals or student sessions.
- Attend MBEA Leadership Session at Summer Conference if available.
- Archive old records as needed.
- Give MBEA Student Representative's Handbook to the incoming MBEA Student Representative or to the Information Transition Coordinator at the end of the term of office.

INFORMATION TRANSITION COORDINATOR

The Information Transition Coordinator of the organization has the responsibility to oversee coordination and transfer of the MBEA Handbook. The person is to make sure that transfer of the Handbook occurs or that the incoming officer or chairperson has the new and up-to-date Handbook content. The Coordinator is responsible for updating, duplicating, and distributing revised pages.

The Coordinator serves as an ex-officio, non-voting member of the MBEA Board. This individual assists the President with duplication of pages. Hopefully, the coordinator would have duplication services available at little or no charge to MBEA.

The Coordinator should be an MBEA member and serve for a minimum of a three-year term. The Coordinator would be responsible for other duties as assigned by the President.

Timeline

November

- Attend Fall Executive Board Meeting and be sure MBEA Handbooks are up to date. Present report orally and submit six written copies.

March

- Attend the MBEA Spring Executive Board Meeting. Present report orally and submit six written copies.
- Assist with making sure handbooks are up to date.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President, if necessary.

June

- Check with MBEA officers and committee members to update master copy of MBEA Handbook and duplicate. Assist President.

July

- Attend MBEA Summer Conference meeting. Present report orally and submit six written copies.
- Hand out up-to-date inserts or replacement information in MBEA Handbooks. Make sure transfers of handbooks occur.
- The following people should receive handbooks:
 - ✓ State Officers
 - ✓ Executive Board Members (Voting and Non-voting Members)
 - ✓ District Chairpersons
 - ✓ Chairpersons of Standing Committees
 - ✓ All members of the Strategic Planning Committee
 - ✓ Chairpersons of Ad Hoc Committees
 - ✓ MBEA Representative on Missouri ACTE Committees
- Attend MBEA Leadership Session at Summer Conference if available.
- Communicate any MBEA Handbook changes with President.

MBEA
MISSOURI BUSINESS EDUCATION
ASSOCIATION

STANDING COMMITTEES

Ambassadors
Audit
Awards
Basket
Fall Conference Program Planning
Legislative
Marketing/Linkages
Membership
New Professionals
Nominations
Scholarship
Strategic Planning
Who's Who

AMBASSADORS COMMITTEE

The Ambassadors Committee consists of business educators from different districts throughout the State of Missouri.

- Committee Composition:** A MBEA member from each of the nine MBEA districts is recommended.
- Number of Members:** Nine (9)
- Membership:** Three (3) years
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

The purpose of the committee is to:

- Serve as the MBEA official welcoming agents for our organization.
- Assist with registration, disburse materials at conferences, greet fellow members at meetings, and perform other duties as deemed necessary by the MBEA President.

Timeline

November

- Attend the Fall Conference and assist with tasks as requested by the President, DESE Representative, or Fall Conference Planning Committee.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.

June

- Committee chairperson invites members to attend the Summer Conference “Committees Meeting” to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.
- In late June, the chair should communicate with the President and the DESE representative to get a list of tasks for which help will be needed at the Summer Conference.

July

- The chair should schedule committee members to help with tasks as needed.
- Attend MBEA Summer Conference and assist with tasks as requested by the President or the DESE Representative to MBEA. If unable to attend MBEA Summer Conference, find a replacement from the respective district and inform Ambassador Committee Chairperson of the replacement’s name.
- Present report orally at the MBEA Executive Board Meeting and submit six written copies.
- Attend “Committees Meeting” at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

AUDIT COMMITTEE

The purpose of the Audit Committee is to review the records of the Association to determine whether the financial statements accurately reflect the financial condition and whether the books are being kept in an orderly manner. An audit report is to be prepared and presented to the Executive Board at its July meeting. It is recommended that the chair appointment be the senior member of the committee in the rotation.

Committee Composition: Acquired from MBEA membership.
Number of Members: Three (3)
Membership: Three (3) years
Chair Appointment: Appointed by President-Elect and confirmed by the President at Summer Conference.

Responsibilities of Committee Chair:

- Convene the Audit Committee at the July meeting of MBEA for the purpose of examining the financial records of the Association.
- Present an audit report to the Executive Board of MBEA at its July meeting.
- Convene the Audit Committee at other times during the year as requested by the MBEA President.
- Give the MBEA Handbook to the incoming Committee Chair or Information Transition Coordinator.
- Monitor check-cashing time to see that MBEA members cash checks promptly.

Responsibilities of Committee Members:

- Attend all regular and called meetings of the Audit Committee.
- Study the financial records of the Association along with members of the committee and render an objective opinion on the financial status of the Association as presented in the financial statements.
- Attend the annual MBEA Board Meeting and Conference.

Timeline

Ongoing

- Attend any special called meetings of the Audit Committee. Communicate any MBEA Handbook changes to the Information Transition Coordinator.

November

- The Audit Committee Chair meets with the MBEA Treasurer at the Executive Board Meeting for discussion, questions, and brief examination of the books.

March

- The Audit Committee Chair meets with the MBEA Treasurer at the Spring Executive Board Meeting for discussion, questions, and brief examination of the books.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.

June

- Committee chairperson invites members to attend the “Committees Meeting” to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend an Audit Committee meeting to examine the MBEA Treasurer’s books prior to the beginning of the MBEA Summer Executive Board Meeting.
- Attend the annual meeting of the MBEA Executive Board at the Missouri ACTE/MBEA Conference and report findings orally and three written copies to the MBEA Executive Board.
- Attend “Committees Meeting” to share information with incoming committee members.
- Give the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

AWARDS COMMITTEE

The purpose of the Awards Committee shall be to announce awards and dates forms are due to all members. The committee will process all applications for awards.

- Committee Composition:** Five MBEA members, one is the MBEA representative to the Missouri ACTE Awards Committee. Members who are past award recipients are recommended.
- Number of Members:** Five (5)
- Membership:** Three (3) years
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

Timeline

November

- The chair should receive forms from the MBEA President for NBEA, NCBEA, and possibly Missouri ACTE awards. Information on award recipients should be submitted for proper awards as follows:
 - The Secondary Teacher and Post-Secondary Teacher of the Year are nominated for Missouri ACTE Teacher of the Year.
 - MBEA Award recipients also will be nominated for NCBEA and NBEA Awards in respective categories.
- Attend Fall MBEA Executive Board meeting. Prepare report to be presented orally and six copies in writing.

December

- Review MBEA forms for possible improvements (to parallel those from NBEA) and to update variables (dates, names, and addresses). Duplicate the forms for distribution in January.
- Awards for which forms should be available include the following:
 - Business Educator of the Year (Postsecondary)
 - Business Educator of the Year (K-12)*
 - Business Educator of the Year (College or University)
 - Distinguished Service Award (for retiring business educator)
 - New Professional of the Year
 - Programs of Excellence in Business Education (Secondary/Postsecondary)
 - Who's Who in Missouri Business Education

* Grade level (elementary, middle, or secondary) will be distinguished on the K-12 category award plaque. The awards committee will have the discretion to annually decide to make one presentation in the K-12 category or to award more than one in the K-2 category (but no more than one in each grade level). The committee will clarify on the award application that if the applicant is K-8 there will not be a level beyond NCBEA for which they can apply.

January

- Send MBEA nomination forms to District Chairs and Executive Board members. Submit an announcement to be included in the Missouri ACTE *Reporter* requesting nominations. Also, arrange to have the current forms available on the MBEA web page.
- Write to the nominators of award nominees who were not selected the last two years. Invite them to update the credentials of their nominees for reconsideration that year.

March

- Attend Spring MBEA Executive Board meeting. Prepare report to be presented orally and six copies in writing.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit it to the President-Elect, if necessary.

April

- As nominations are received, prepare for distribution to each committee member. Duplicate evaluation forms and attach one to each nomination. Hold for May mailing to Committee Members.
- Committee should use discretion in omitting a category if appropriate nominations are not received and should award multiple awards in a category when appropriate nominations are received.

May

- Deadline for MBEA awards is May 1. Send the nominations and evaluation forms to the committee members. Request their evaluations by July 1.

June

- Contact the Treasurer by June 1 to place orders for plaques to be presented to MBEA award winners.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.
- Contact Chair of Who's Who and Awards Chair for the list of recipients to be included in the MBEA Awards Program. Make 200 copies to be distributed at the Awards Reception following Opening Session at MBEA in July.

July

- Notify nominators of award winners and the winners so that the recipient and his/her family or special friends can arrange to attend the session to receive the awards.
- Attend MBEA Summer Executive Board meeting. Present report orally and six copies in writing. Send your report with another committee member if the chair is unable to attend.
- Present the report of the Awards Committee at the Summer Conference session designated for "Awards Presentations."
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Write article on award recipients and submit it to the Missouri ACTE *Reporter* and NBEA *Forum*.
- At the end of the three year term, forward the Awards Chair file to the new Awards Chair. Nominees for Outstanding Educator Award are kept on file for two years and invited to be

updated yearly. Thereafter, individual nominations should be resubmitted. (Motion passed in MBEA Executive Meeting, 7-25-88).

- At the end of the term of office, give the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator, including the new award recipients to be added to the History section of the Handbook.

BASKET COMMITTEE

The Basket Committee consists of business educators from different districts throughout the State of Missouri.

- Committee Composition:** An MBEA member from each of the nine MBEA districts is recommended.
- Number of Members:** Nine (9)
- Membership:** Three (3) years
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

The purpose of the committee is to:

- Generate income from a basket raffle during the Summer Conference to help fund scholarships for the districts who participate in the raffle.

TIMELINE

October

- At Fall District Meetings, committee members should discuss the summer basket raffle and decide on the number and types of baskets the District plans to submit.
- Chair will check with MBEA Treasurer on the basket income and total number of baskets donated at the past summer basket raffle.

November

- Chair will attend MBEA Fall Conference Committee Meeting and give an oral report or submit six written reports of past summer basket raffles.

March

- Chair will e-mail and remind District Basket Committee Members of basket guidelines.

May

- Chair will attend MBEA Spring Conference Meeting and give an oral report or submit six copies of a written report.
- Basket committee chair should e-mail District Basket Committee members to request names of two people from each district to work the basket table at the Summer Conference.

June

- Chair will prepare and distribute a work schedule for the basket raffle table, purchase any necessary supplies, (raffle tickets, tape, etc.) and create a poster for publishing winning tickets.

July

- All committee members attend “Committees Meeting” at the MBEA Summer Conference to share information and gather ideas for the next year.
- Chair shall arrive early to set up basket table and be available when districts turn in baskets and workers are available at the specified times on the work schedule.

- Post winners and distribute baskets to winners.

FALL CONFERENCE PROGRAM PLANNING COMMITTEE

The Fall Conference Program Planning Committee consists of business educators from different districts throughout the State of Missouri.

- Committee Composition:** An MBEA member from each of the nine MBEA districts is recommended.
- Number of Members:** Nine (9)
- Membership:** Three (3) years
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

The purpose of the committee is to:

- Communicate via a conference call in the Spring of the year to determine the program for the upcoming year’s Fall Conference.
- Suggest topics, presenters, and speakers for the upcoming year’s Fall Conference.
- Other duties as necessary.

Timeline

May

- Participate in conference call to determine the program for the upcoming year’s Fall Conference.
- Suggest topics and speakers for the upcoming year’s Fall Conference.

July

- Attend “Committees Meeting” at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.

FALL CONFERENCE CO-CHAIRS

The Fall Conference Co-Chairs will serve three-year staggered terms and must be members of MBEA. Their responsibilities are to serve as the overall coordinators of the MBEA Fall Conference.

Timeline

Ongoing

- Help provide publicity for the event.
- Work with the State Department and MBEA President in making arrangements.
- Prepare name badges and packet with information for participants.
- Other duties as necessary.

November

- Present an oral report and provide six written copies of the report for the Fall MBEA Meeting.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.
- Present an oral report and provide six written copies of the report for the Spring MBEA meeting.

May

- Communicate via a conference call in the Spring of the year to determine the program for the upcoming year's Fall Conference.
- Suggest topics and speakers for the upcoming year's Fall Conference.

June

- Committee co-chair invite committee members to attend the "Committee Meetings" to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present oral report and provide six written copies of the report at the MBEA Board Meeting.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator.

LEGISLATIVE COMMITTEE

The Legislative Committee shall take appropriate action on behalf of the association which will promote programs of practical arts, career, and technical education. The legislative representative to the Missouri ACTE Board shall be a member of the Legislative Committee. This MBEA member may be appointed chair of the MBEA Legislative Committee.

Committee Composition: An MBEA member from each of the nine MBEA districts is recommended.
Number of Members: Nine (9)
Membership: Three (3) years
Chair Appointment: Appointed by President-Elect and confirmed by the President at Summer Conference.

The purpose of the Legislative Committee is to:

Provide leadership in order to strengthen business education through legislative initiatives at the state and national levels.

Responsibilities of committee members are:

- Activate Legislative Network within business education when needed.
- Monitor legislation and legislative events which could potentially impact business education and report information to the Legislative Network.
- Contact legislators—both state and federal—as appropriate to inform them on potential legislative impact, solicit support to adopt or defeat impacting legislation, express appreciation for actions which benefit vocational education in general or business education in specific, or merely maintain open communication lines.
- Report to the MBEA Executive Committee on a regular basis.
- Communicate to each district chairperson to help update names, phone numbers, and addresses for the Legislative Network.
- Work with the National Business Education’s Legislative/Advocacy Committee and share information to promote legislative/advocacy activities.
- The legislative representative to the Missouri ACTE Board shall be a member of the Legislative Committee, may be appointed chair of the committee, and shall serve a three-year term.
- Pass the MBEA Handbook on to the Legislative Chairperson or Information Transition Coordinator when the term is completed.

Timeline

September

- Update/review names, phone numbers, and addresses of Legislative Network.
- Prepare mailing labels of members of network. (To be available when needed.)
Communicate with legislative network members about their responsibilities.
- Send copy of the Legislative Committee’s responsibilities to each committee member.

November

- Attend Fall MBEA Executive Board meeting. Present an oral report and provide six written copies at the Fall MBEA Executive Board Meeting.

January

- Legislative session begins.

March

- The committee chairperson or a designated committee member will attend the National Policy Seminar. MBEA will provide up to \$900 to cover expenses for this trip.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect.
- Participate in Missouri ACTE Legislative activity.
- Present an oral report and provide six written copies at the Spring MBEA Executive Board Meeting.

June

- Committee chairperson invites members to attend the “Committees Meeting” to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Host a legislative training session at Missouri ACTE/MBEA.
- Missouri ACTE Legislative representative from MBEA attends Missouri ACTE Legislative meeting.
- Attend “Committees Meeting” at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Attend MBEA Summer Conference Meeting. Present an oral report and provide six written copies at the Summer MBEA Executive Board Meeting.
- Procure donations from the MBEA membership for Missouri ACTE PAC.
- Pass the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator.

MARKETING/LINKAGES COMMITTEE

The Marketing/Linkages Committee consists of business educators from school districts in Missouri. Educators serving on the committee shall be MBEA members and serve a three-year term.

- Committee Composition:** An MBEA member from each of the nine MBEA districts is recommended.
- Number of Members:** Nine (9)
- Membership:** Three (3) years
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

The purpose of the committee is to:

- Promote business education throughout the State of Missouri.
- Heighten the perception of business education from the standpoint of the student, educator, counselor, administrator, and community.
- Increase enrollment in business education with marketing tools such as promotional items, billboard, newsletters, stationery, etc.

Responsibilities of Committee Chair are:

- Set committee meetings as needed.
- Attend MBEA Board meetings and bring recommendations for mailings and sales items for board approval.
- Submit budget item to President-Elect for planning the following year's budget.
- Collect ideas throughout the year.
- Set prices for promotional items reflecting a markup of 10 to 20 percent.
- Schedule workers for the sales booth.
- Maintain inventory control sheet for all items purchased and sold.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass the MBEA Handbook to incoming chairperson of the committee.

Timeline

November

- Sell items at MBEA Fall Conference. Attend Fall MBEA Executive Board meeting. Present an oral report and provide six written copies at the Fall MBEA Executive Board Meeting. Bring recommendations for mailings and/or sales items for approval and include inventory information in report.

March

- Complete budget form (found in the back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.
- Present an oral report and provide six written copies at the Spring MBEA Executive Board Meeting. Bring recommendations for mailings and/or sales items for approval and include inventory information in report.

June

- Committee chairperson invites members to attend the “Committees Meeting” to discuss activities.
- Schedule workers for the Summer Conference.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend MBEA Summer Conference meeting. Present an oral report and provide six written copies at the Summer MBEA Board Meeting.
- Maintain booth during Summer Conference selling promotional items.
- Attend “Committees Meeting” at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

MEMBERSHIP COMMITTEE

The purpose of the MBEA Membership Committee is to build and maintain the MBEA membership.

- Committee Composition:** An MBEA member from each of the nine MBEA districts is recommended plus the MBEA representative to NCBEA and the MBEA student representative will also be ex-officio members of this committee.
- Number of Members:** Nine (9), plus two (2) ex-officio members
- Membership:** Three (3) years, except for the student representative ex-officio member—which is one year only.
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

The responsibilities of this committee include:

- Encourage membership by all business teachers in public, private, university, and college levels.
- Encourage membership by active and retired business teachers and business teacher students.
- Facilitate/communicate information pertaining to MBEA Student Representative. Contact Treasurer to place order for plaque for outgoing MBEA Student Representative (Student Representative Application form in the back of MBEA Handbook and also online.)
- Create or copy form for 100 percent MBEA membership for newsletter.
- Recognize schools with 100 percent MBEA membership with certificates and ribbons.
- Create/maintain/distribute MBEA membership brochure.

Timeline

November

- Attend Fall MBEA Executive Board Meeting. Present an oral report and provide six written copies at the Spring MBEA Executive Board Meeting.

January

- Send the Application Form to business teacher educators in Missouri colleges and universities regarding MBEA and NCBEA Student Representative board positions by February 1.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.
- Present or mail a report (six copies) for Spring MBEA Meeting.
- Have form for 100 percent membership schools posted on the DESE Business Education web page.

April

- With the Membership Committee and MBEA President, review Student Representative applications and select a Student Representative.
- Inform the President and President-Elect of Student Representative selection and contact information.

June

- Committee chairperson invites members to attend the “Committees Meeting” to discuss activities.
- Contact the Treasurer by June 1 to place order for plaque to be presented to Student Representative.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend MBEA Summer Conference Meeting. Present oral report and six written copies at the MBEA Board Meeting
- Attend “Committees Meeting” at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Present/distribute certificates, ribbons, and student representative plaque according to procedure designated by President or Summer Conference Planning Committee.
- Pass the MBEA Handbook to incoming committee chairperson or Information Transition Coordinator at the end of the term of office.
- Coordinate with Treasurer for payment of NBEA dues for Student Representative.

NEW PROFESSIONALS COMMITTEE

The New Professionals Committee consists of business educators from different districts throughout the State of Missouri.

- Committee Composition:** An MBEA member from each of the nine MBEA districts is recommended.
- Number of Members:** Minimum of three (3). (Keep with odd numbers.)
- Membership:** Three (3) years
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

The purpose of the committee is to:

- Communicate with new business teachers and encourage them to join and participate in MBEA.
- Distribute information and the application for the New Professional Conference Attendance Stipend with a deadline of July 1.
- Select the recipient(s) of the New Professional Conference Attendance Stipend and notify the recipient(s) of their selection.

Timeline

November

- Attend Fall MBEA Executive Board Meeting. Present an oral report and provide six written copies at the Fall MBEA Executive Board Meeting.

March

- Complete budget form (found in the back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.
- Attend MBEA Executive Board Meeting. Present an oral report and provide six written copies at the Spring MBEA Executive Board Meeting.

June

- Committee chairperson invites members to attend the “Committees Meeting” to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend MBEA Summer Conference Meeting. Present an oral report and provide six written copies at the Summer MBEA Board Meeting.
- Assist in holding a training session for new professionals with DESE personnel. Attend “Committees Meetings” at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

NEWMAN SCHOLARSHIP FUNDS MANAGER

The purpose of the MBEA Charles Newman Scholarship Funds Manager is to deposit monies, oversee funds, and write checks for recipients for the scholarship fund.

Committee Composition: The membership shall be one MBEA member.
Number of Members: One (1)
Membership: Minimum of one (1) year with renewal appointment by President.
Chair Appointment: Appointed by President-Elect and confirmed by the President at Summer Conference.

Timeline

November

- Communicate with Treasurer the following information regarding this account prior to Fall, Spring, and Summer Executive Board Meetings:
 - Beginning balance of the account from the last report presented.
 - Interest earned on the account.
 - Date next interest payment is due.
 - Current balance on the account.
 - Current interest rate of the account.
 - Maturity date of the account.
- Attend Executive Board Meetings. Present an oral report and provide six written copies at the Fall MBEA Executive Board Meeting. Scholarship amount should be included in the report.

March

- Attend Executive Board Meeting. Present an oral report and provide six written copies at the Spring MBEA Executive Board Meeting. Scholarship amount should be included in the report.

June

- Communicate any Handbook changes to the Information Transition Coordinator.

July

- Attend Executive Board Meeting. Present an oral report and provide six written copies at the Summer MBEA Executive Board Meeting. Scholarship amount should be included in the report.
- Pass the MBEA Handbook to the incoming Newman Scholarship Funds Manager or to the Information Transition Coordinator.

NOMINATIONS COMMITTEE

The MBEA Nominations Committee is to prepare a slate of officers to be presented at the Summer Conference and voted on by the membership at the business meeting. Each committee member shall serve a three-year term and must be a member of MBEA. In addition to the officers, the slate shall include the name of an NBEA/MBEA member for the purpose of representing Missouri on the NCBEA Administrative Board for a three-year term that begins on July 1 of the next year. The chair should be a past MBEA President or an active member from the district from which the nominee for President-Elect is scheduled. Other committee members should be Past Presidents or active members from the districts in the next rotation cycle.

All nominees for state officers must be members of NBEA, MBEA, MBEA Local District, and Missouri ACTE. Each one should be actively engaged in business education or recently retired from business education at the time the office is assumed. Each nominee must also have served in a leadership capacity either at the district or state level and complete and submit the application form for the desired office.

Committee Composition:	The membership shall include at least three Past Presidents and one MBEA member from the district from which the nominee for President-Elect is scheduled if there are not four Past Presidents available in the rotation.
Number of Members:	Four (4)
Membership:	Minimum of three (3) years
Chair Appointment:	Appointed by President-Elect and confirmed by the President at Summer Conference. The chair should be a past MBEA President from the district from which the nominee for President-Elect is scheduled, or an active member from the district from which the nominee for President-Elect is scheduled.

The purpose of the committee is to:

- Prepare a slate of officers to be presented at the Summer Conference and voted on by the membership at the business meeting. This slate includes the following officer positions: President-Elect; Secretary (every three years—see table page 8); Treasurer (every three years—see table page 7).
- In addition to the officers every three years (see table page 7); the slate shall include the name of an NBEA/MBEA member for the purpose of representing Missouri on the NCBEA Administrative Board for a three-year term.

Offices of President-Elect, President, and Past-President:

- The President-Elect shall be elected to serve consecutive one-year terms as President-Elect; President, and Past-President.
- In selecting a nominee for President, the committee should follow district rotation in this order: Northwest, East Central, Central, West Central, Southeast, Southwest, Northeast, Greater Kansas City Area, and St. Louis Area. All teaching levels should be considered. Each nominee must agree to the nomination.
- If a willing and qualified candidate cannot be found from the district in rotation order, go to the next district.

Office of Secretary:

- The Secretary shall be elected to serve a three-year term.
- Any qualified member may apply, regardless of MBEA district affiliation.

Office of Treasurer:

- The Treasurer shall be elected to serve a three-year term.
- Any qualified member may apply, regardless of MBEA district affiliation.

Responsibilities as Chair of the Committee

- Schedule committee meetings.
- Coordinate the input from each member of the committee.
- Solicit applications for offer positions (forms found at back of MBEA Handbook).
- Attend the regular meeting of the Executive Board and submit six copies of a written report to the Board.
- Pass on the MBEA Handbook to the new Chair or the Information Transition Coordinator when the term is completed.

Responsibilities as Member of the Committee

- Become familiar with the procedures for selection process.
- Solicit applications for the officer positions (forms found at back of MBEA Handbook).
- Review the duties of the Nominations Committee and make suggestions for changes to the incoming Nominations Committee.
- Attend “Committees Meeting” at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.

Nomination Process

- Communicate to the appropriate District the opening of the President-Elect position at least one year in advance.
- Inform the District of the candidates at a District meeting even if there is only one candidate. (All District President-Elect candidates must be submitted to the MBEA Nominations Committee for selection.)
- Inform the membership of each opening for the Secretary and Treasurer positions at least one year in advance.
- Schedule a meeting of the MBEA Nominations Committee to select a nominee for the office of Treasurer and the office of Secretary as each position is open from all of the applicants.
- All members of the Nominations Committee should review the applications prior to the announcement of the candidate for office. An interview of each candidate should take place by the Nominations Committee prior to the selection.

Timeline for the Chair

Sometime

- Communicate to the appropriate District the opening of President-Elect position at least one year in advance.

- Confirm that the present President and President-Elect will consent to move to the next higher office.
- Confirm that the present Secretary and Treasurer will consent to fulfill their elected terms.

September

- Announce on list serve nominations are being received for available officers.
- Solicit applications for the office of NCBEA Representative for election in even-numbered years.
- Seek applications via the MBEA website and list serve.
- Establish and publish a February 1 deadline for applications for office.

November

- Present report orally and six written copies at the MBEA Executive Board Meeting.

February

- Distribute application materials to members of Nominations Committee.

March

- Call a meeting of the Nominations Committee to interview the candidates for office. If possible, conduct these interviews in conjunction with the Spring Executive Board Meeting.
- Conduct a meeting to finalize the slate of officers to recommend to the Executive Board.
- Attend Executive Board meeting. Give an oral report and six written copies to the board as to the status of the work of the committee.
- File a budget request form with the President-Elect if needed.
- Present report orally and three written copies at the MBEA Executive Board Meeting.

June

- Communicate any Handbook changes to the Information Transition Coordinator.
- Invite committee members to attend the “Committees Meeting” at Summer Conference to discuss the work of the committee.

July

- Attend Executive Board meeting. Present an oral report and six written copies to the board. Present slate of officers for endorsement by the Executive Board.
- Attend “Committees Meeting” at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members. Distribute a copy of committee responsibilities to each member.
- Submit slate of officers at the business meeting for vote by the membership.
- Pass the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.

SCHOLARSHIP COMMITTEE

The Scholarship Committee shall choose the recipients of the Charles A. Newman FBLA-PBL Scholarship and the Joanne Newcomer Scholarship.

- Committee Composition:** Five MBEA members from different MBEA districts are recommended.
- Number of Members:** Five (5)
- Membership:** Three (3) years
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

Responsibilities of Committee Chair:

- Contact DESE about the application process—when will they be mailed, deadline for receiving them.
- Serve as evaluator of the applicants.
- Collect rating sheets from members of the committee.
- Determine the scholarship winners.
- Call the State Department director or supervisor with the winners' names so that the plaques can be engraved.
- Prepare a report to be given at the MBEA Executive Board meeting.
- Write a letter to recipients including congratulations, process of mailing check, etc.
- Pass the MBEA Handbook to the next chair or the Information Transition Coordinator.

Responsibilities of Committee Members:

- Complete a rating sheet on each applicant based on materials submitted.
- Rank applicants (highest points on rating sheet should be number 1).
- Fill out ranking sheet and mail to chair.
- Keep rating sheets and application information for two weeks in case they are asked to review them again because of a tie or any other situation that may arise. After two weeks, the papers may be destroyed.

Timeline

September

- Send copy of committee responsibilities to each member.

November

- Present report orally and six written copies at the MBEA Executive Board Meeting.

March

- Receive guidelines, applications, rating sheets, and ranking sheets from the State Department after the February 1 deadline. Judge the applications; mail the ranking sheet as soon as possible to the chair. The winner will be announced at the April FBLA or PBL State Leadership Conference.
- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.

- Present report orally and six written copies at the MBEA Executive Board Meeting.

April

- Write a letter to recipient including congratulations, process of mailing check, etc.

June

- Committee chairperson invites members to attend the “Committees Meeting” to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Present an oral report and six written copies to the board. Present slate of officers for endorsement by the Executive Board.
- Pass the MBEA Handbook to incoming committee chair or Information Transition Coordinator.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee's purpose is to carry out the charge of the President and Executive Board concerning key issues facing MBEA and business education. The committee consists of at least two Past Presidents and one other MBEA member, which may also be a Past President, plus the current DESE representative.

- Committee Composition:** Three MBEA members (at least two past presidents and one other MBEA member) are recommended.
- Number of Members:** Three (3)
- Membership:** Three (3) years
- Chair Appointment:** The member serving his/her third year is appointed by President-Elect and confirmed by the President at Summer Conference.

The Committee's charge is to:

- Analyze all Association programs for effectiveness.
- Align the Association's efforts with the concerns and expectations of business educators.
- Analyze current activities and structure and offer suggestions for improvements.
- Consider how to get more business educators involved—both as members and as participants in programming and committee work.
- Other duties as assigned by the Executive Board.

Timeline

November

- Attend Fall MBEA Executive Board meeting. Present an oral report and six written copies to the board.

March

- Complete budget form (found in back of MBEA Handbook) for next fiscal year and submit to President-Elect, if necessary.
- Attend the Spring MBEA Executive Board Meeting. Present an oral report and six written copies to the board.

June

- Committee chairperson invites members to attend the "Committees Meeting" to discuss activities.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend Missouri ACTE/MBEA Conference and Executive Board Meeting. Present an oral report and six written copies to the board.
- Attend Summer Conference "Committees Meeting" to go over duties with the new newsletter editor or committee members.
- Pass the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

WHO'S WHO IN MISSOURI BUSINESS EDUCATION COMMITTEE

The Who's Who in Missouri Business Education Committee consists of business educators from different districts throughout the State of Missouri. Educators serving on the committee shall be MBEA members. The chair is appointed by the President-Elect.

- Committee Composition:** Three MBEA members from different MBEA districts who are past Who's Who recipients are recommended.
- Number of Members:** Three (3)
- Membership:** Three (3) years
- Chair Appointment:** Appointed by President-Elect and confirmed by the President at Summer Conference.

The purpose of the committee is to:

- Recognize many business educators for the excellence of their accomplishments in the classroom, the school, the community, and the state.
- Distribute Who's Who application forms; gather the completed forms; determine the winners; and honor the inductees.
- Provide a list of Who's Who Award recipients to the Awards Committee Chairperson to be included in the Awards Program which is distributed at MBEA Summer Conference Awards Reception.
- Keep a supply of certificates with folders and Who's Who pins available for disbursement at the Summer Conference.
- Complete other duties deemed necessary.

Timeline

Ongoing

- Distribute forms to applicants.

November

- Attend Fall MBEA Executive Board Meeting. Present an oral report and six written copies to the board.

March

- Complete the budget form (found in back of MBEA Handbook) for next fiscal year and submit to the President-Elect, if necessary.
- Present an oral report and six written copies at the Spring MBEA Executive Board.

May

- Inform DESE Representative of Who's Who Inductees.

June

- Committee chairperson invites members to attend the "Committees Meeting" session to discuss activities.
- Committee chairperson sends letters to those being inducted at the Summer Conference.
- Communicate any MBEA Handbook changes to the Information Transition Coordinator.

July

- Attend MBEA Summer Conference Executive Board Meeting. Present an oral report and six written copies to the board.
- Announce Who's Who Winners at awards activity.
- Attend "Committees Meeting" at the Missouri ACTE/MBEA Summer Conference to share information with incoming committee members.
- Pass the MBEA Handbook to the incoming committee chairperson or to the Information Transition Coordinator at the end of the term of office.
- Communicate any MBEA Handbook changes with the Information Transition Coordinator, including new inductees to be included in the History section of the Handbook.

MBEA
MISSOURI BUSINESS EDUCATION ASSOCIATION

AD HOC COMMITTEES

Summer Conference Planning, Postsecondary
Summer Conference Planning, Secondary

SUMMER CONFERENCE PLANNING COMMITTEE POSTSECONDARY

The purpose of the one-day planning program held in the fall is to exclusively plan, coordinate, and facilitate interesting, pertinent, and effective postsecondary sessions for postsecondary business educators at the MBEA Summer Conference.

- Committee Composition:** Minimum of four MBEA members from the postsecondary level are recommended.
- Number of members:** Four (4)
- Membership:** As appointed by the districts.
- Chair Appointment:** Appointed by President-Elect and confirmed by President at Summer Conference.

The responsibilities of this committee include:

- Elicit suggestions from postsecondary instructors statewide on the content of the program.
- Work with the overall planning committee to determine an overall theme and direction.
- Break up into a postsecondary group to focus on the needs of the postsecondary group for one specific day of the conference.
- Utilize evaluation sheets from prior conferences in planning sessions.
- Contact and secure qualified presenters from the Summer Conference Program.
- Work with DESE office so that contractual agreements can be arranged with chosen presenters.
- Hold postsecondary committee planning meetings as needed.
- Perform other duties as necessary.

Timeline

Ongoing

- Implement program plan and promote the conference as directed by the MBEA Executive Board.

March

- Participate in teleconference to finalize Summer Conference plans.

July

- Determine dates for Fall Meeting (announced at Summer Conference).

September

- Meet a one-day planning session to plan the next year's Summer Conference.

SUMMER CONFERENCE PLANNING COMMITTEE SECONDARY

The purpose of the one-day planning program held in the fall is to plan, coordinate, and facilitate interesting, pertinent, and effective sessions for business educators at the MBEA Summer Conference.

- Committee Composition:** **Nine MBEA members, one from each MBEA district as appointed by each district chair and the other officers.**
- Number of members:** **Nine (9), plus officers.**
- Membership:** **As appointed by the district chair.**
- Chair Appointment:** **President serves as the chair.**

The responsibilities of this committee include:

- Work with the overall planning committee to determine an overall theme and direction.
- Break up into a secondary group to focus on the needs of the secondary group for the conference.
- Utilize evaluation sheets from prior conferences in planning sessions.
- Elicit suggestions from secondary instructors statewide on the content of the program.
- Contact and secure qualified presenters for the Summer Conference Program.
- Work with DESE office so that contractual agreements can be arranged with chosen presenters.
- Perform other duties as necessary.

Timeline

Ongoing

- Implement program plan and promote the conference as directed by the MBEA Executive Board.

March

- Participate in teleconference to finalize Summer Conference plans.

July

- Determine date for the Fall Meeting (announced at Summer Conference).

September

- Meet at one-day planning session to plan the next year's Summer Conference.