



Volunteer Management Policies and Procedures 2023-2024

Volunteer Management Policies and Procedures

Volunteers and subject matter experts are critical to drive FBLA's capacity to meet our mission and support student members. This document covers policies and procedures that pertain to volunteer committees, councils, and task forces. Policies and procedures for FBLA's Board of Directors are covered in another document. Other volunteer activities, such as competitive event judges and conference presenters, are covered in specific documents supporting those activities or events.

Types of Volunteer Entities

<i>Type</i>	<i>Description</i>	<i>Reports To</i>	<i>Duration</i>	<i>Authority</i>	<i>Established</i>
Standing Committee	As outlined in corporate bylaws	Board	Ongoing	Decides	Bylaws
Advisory Committee	Task- or Event- Focused	Board	Varies	Advises	Board
Advisory Council	Stakeholder-Focused	Board	Varies	Advises	Board
Task Force	Assigned specific issue or problem to solve	Board	Limited	Advises	Board

Formation Process

Standing Committees are established in the bylaws of the organization and can be required by state regulation depending on where the organization is incorporated. FBLA is incorporated in the District of Columbia and must adhere to the corporate regulations, including bylaws and board requirements. FBLA's standing committees include an Executive Committee (board officers), Finance Committee (audit, budget, investments/reserves) and Governance Committee (nominations, organizational policies, bylaws).

Advisory Committees, Councils, and Task Forces are established by the board and must be approved by board action in the form of a motion. To establish an advisory committee or task force, a group of interested members must submit a request to the board that includes the following:

Purpose, Tasks, and Defined Metrics

- Charge/Purpose – What need/issue will be addressed?
- Activities/Deliverables/Workplan – What are the committee deliverables?
- Metrics – How will the committee measure outcomes?

Alignment with Strategic Plan

- How does this effort drive the mission and align with the FBLA strategic plan?

Authority/Accountability

- The group must document that it understands that it reports to the Board of Directors.
- What FBLA staff position(s) will serve as the staff liaison?

Budget

- What financial and human resources will be required?
- Are there revenue opportunities?

Timeline

- When will this activity be completed?
- What are the interim benchmarks?

Size, Composition

- How many individuals are needed (Size)?
- How will the group be organized (Structure)?

- What jobs will need to be done (Job Descriptions)?
- What knowledge, skills, abilities are needed from the members?
- How will the members be chosen (Selection)?

Operating Procedures

- How often/where will meetings take place—in person or remotely (teleconference, digital)?
- Who will record the minutes of the committee?

Terms

- **Members** - Unless specified by the Board of Directors, committee or council members serve a two-year term. It is recommended that members may serve up to two consecutive terms and must be reappointed. Some FBLA committees have had pre-existing terms set. Implementation of this policy should allow for existing terms to be honored. Committee and council terms should provide for one-third of the member terms expiring at the end of the program year to ensure a proper rotation of members.

Collegiate and High School National Officers may serve a one-year term as a committee member as determined by the board chair.

Terms for members of task forces will be for the duration of the task force as authorized by the board motion that establishes the task force.

Committee, council, and task force members including the chair can be removed from service based on non-participation by the board chair at the recommendation of the chair and staff liaison.

- **Chairs** – Standing Committee chairs serve a term dictated by their ex-official status (e.g., the treasurer serves as chair of the Finance Committee during the duration of their term as treasurer). Committee and council chairs serve a two-year term. Task force chairs serve for the tenure of their project. A vice chair can be appointed by the chair of a committee or council to serve a one-year term.

Board Oversight and Duration of Committees

All Advisory Committees, Councils, and Task Forces may be asked to provide a minimum of two reports per year to the board, including a mid-year report and an end-of-year report. Each report should address the charge/purpose and deliverables/workplan. All Committee, Councils, and Task Forces must have an assigned staff liaison.

All Advisory Committees and Councils will be reviewed every three years by the Board of Directors to ensure alignment with the strategic plan and the needs of the organization. The purpose of the review is to determine whether there is a genuine need for the Committee or Council. Chairs and staff liaisons will use the application criteria above to address the committee review by the board. For each review, the board can recommend one of three alternatives: continue without modification; continue with modification; or termination.

Call for Volunteers

Each program year, a Call for Volunteers will be made. The National Center staff, in conjunction with the Board of Directors, will review and recommend volunteers to certain committees, councils, task forces based on expertise and need. Chairs and members are appointed by the Board Chair. The Call for Volunteers will be conducted in May to provide volunteers for appointment in time for the August 1 program year start. Applications can be found at [Call for Volunteers](#).

Committee Roles & Responsibilities

- Chair – work with staff as appropriate to prepare background materials for committee meetings, schedule committee meetings, prepare minutes and reports, and otherwise keep the committee functioning.
- Vice Chair – serve in the absence of the chair; appointed by the chair for a one-year term.
- Committee Member – attend meetings, bring subject matter expertise to the activities of the committee, and carry out assignments as appropriate.
- Staff Liaison – support the committee with agenda development, communications, preparation of minutes, logistics, and reporting to the board and membership regarding committee activities.
- Board Members – board members may be assigned to serve on committees.
- Collegiate and High School National Officers – when appropriate, student leaders may serve on a committee, council, or task force to provide the student perspective and insights. Student members under the age of 18, unless serving as national officers, may not serve on committees, councils, or task forces.
- Subject Matter Experts and Guests – from time to time, committees and councils may need expertise outside of their members. Guests can participate as non-voting members of the committees or councils.

Annual Orientation, Training, Planning

Committees and councils should host an annual orientation meeting at the beginning of each program year to reaffirm the charge, deliverables, and where applicable a program of work including the frequency of meetings. This orientation and planning meeting will be organized by the chair and staff liaison and must take place by October 1 of each program year.

The initial meeting of a task force should include a review of its charge and deliverables given the short-term duration of service.

FBLA will provide volunteer management training annually to committee chairs, committee members, board liaisons, and staff liaisons.

Committees and councils may form ad hoc subcommittees and task forces as needed to accomplish their charge and deliverables. These must be made up of committee members.

Request for Program, Policy Approval and Resource Allocation

Working through the committee chair and staff liaison, all requests for program changes, policy updates, and allocation of financial and staff resources must be approved by the Board of Directors. Programmatic procedures are established by staff informed by a volunteer committee or council where one exists. All requests must be submitted to FBLA's Manager of Governance and Affiliate Relations for consideration by the Board of Directors in accordance with the board agenda and meeting procedures.

Minutes/Record of Committee Meetings

The chair, with the support of the staff liaison, should prepare minutes of each meeting to include the name of the committee, council, or task force, date, time, and location of the meeting, and decisions made with action items or next steps. Except in extenuating circumstances, official meetings may not be held without a staff liaison present. Minutes should be shared with the Manager of Governance and Affiliate Relations to be made available to the Board of Directors.

Committees and Councils for Program Year 2023-24

Alumni & Professional Network Advisory Council
The Council develops recommendations to the Board of Directors regarding the utilization and support of alumni and businesspersons including strategic advice for association advancement.
Governance Committee
The Governance Committee is charged with the nominating process for individuals to serve on the National Board of Directors as well as advise on matters of the organization's bylaws and policies.
Finance Committee
The Finance Committee provides financial analysis and advice to the Board of Directors regarding the organization's budget, financial policies, annual audit, and tax filings to support ongoing operations and the strategic plan.
Collegiate Advisory Council
The Council recommends policies and content to support the membership experience, programming, and competitive events for students in FBLA's Collegiate Division.
Diversity, Equity, and Inclusion Council
The Council recommends policies and programming to ensure that FBLA is addressing diversity, equity, and inclusion in all aspects of the organization to foster a culture where all are welcome and celebrated.
Elections Committee
The Elections Committee provides oversight on policies and procedures that support the annual election of national student officers by division.
Middle School Advisory Council
The Council recommends policies and content to support the membership experience, programming, and competitive events for students in FBLA's Middle School Division.
High School Advisory Council
The Council recommends policies and content to support the membership experience, programming, and competitive events for students in FBLA's High School Division.
National Competitive Events Committee
The Committee provides oversight and recommendations on all aspects of FBLA's Competitive Events Program including policies and procedures, competitive event topics and content, management of competitions, and preparation materials.
Scholarship & Financial Aid Committee
The Scholarship & Financial Aid Committee advises on policies and procedures for supporting student members and chapters with scholarship programs and financial aid.