

Indiana BPA State Advisor - Job Description

Job Description:

The Indiana Business Professionals of America State Advisor will support the organization through planning and organizing the state conference. The position will manage the contractive services and assist the State Officer Coordinator.

Key Responsibilities:

- Support current chapters and establish new chapters as specified below:
 - Distribute rosters to all chapters and others as requested.
 - Distribute information packets as requested or needed.
 - Maintain up-to-date directory of chapters and advisors.
 - Distribute informational packets to new chapters.
 - Make intentional efforts to increase student membership by 2% over previous year.
 - Maintain an email list of all local chapter advisors.
 - Communicate regularly with local chapter advisors regarding state and national issues.
 - Continue building the middle level with the support of the Middle Level Coordinator and executive board.
- Promote Indiana BPA by preparing:
 - Brochure, handbook, and other materials.
 - Prepare and distribute up-to-date annual calendar of activities to all members/chapters.
 - Prepare newsletters for Advisors
 - Update Chapter Advisor and Region Coordinator Handbooks
- Provide information to the web master to update the website at least monthly with minimum of the following elements: Mission, Goal, or Purpose Statement, Calendar, Membership information, Link to national chapter, Competition Information, State Director Contact Information.
- Provide in-service and pre-service activities for Career and Technical Education instructors serving or preparing to serve as a local chapter advisor conducted as specified below:
 - Conduct update session(s) with local advisors.
 - Conduct in-service and pre-service updates with teacher educators.
 - Hold and evaluate chapter management in-service for new advisors.
 - Conduct activities for all those requesting mentoring paired with experienced advisors and network development (including promotion of the network).
- Utilize the executive board to provide assistance, approval, and evaluation of Indiana BPA responsibilities and activities.
 - Serve as an ex-officio member of the executive board and attend meetings.
- Maintain leadership training program that includes student participation in occupational events at the district/regional, state, and national levels as specified below:
 - Conduct quality leadership and training activities for state officers with State Officer Coordinator.
 - Conduct quality leadership activities for local chapter officers as requested.
 - Coordinate all state officer activities with the State Officer Coordinator.
 - Maintain linkage with the national organization.

- o Order or obtain official BPA dress for state officer leadership team.
- Insure that competitive events program includes student participation in occupational and leadership events at the district/regional, state, and national levels as specified below:
 - o Attend the SAAC summer meeting.
 - o Attend the SAAC meeting and other state advisor sessions at NLC.
 - o Attend a corporate meeting at NLC.
 - o Distribute up-to-date list of occupational events and leadership opportunities to members and chapters.
 - o Work with other Indiana CTSO's by attending meetings and participating in the CTSO Coordinating Council activities.
 - o Plan and direct an annual Fall Leadership Conference.
 - o Plan and direct an annual State Leadership Conference.
 - o Plan and direct state participation in an annual National Leadership Conference.
 - o Provide assistance with planning or conducting regional competitive event conferences.
 - o Order RLC supplies and plaques
 - o Work with Judges' Coordinator to secure and schedule qualified judges for all SLC competitive events.
 - o Oversee the Judge Coordinator as items are submitted in advance for SLC.
 - o Arrange for printing of all competitive event materials for SLC.
 - o Arrange for a speaker at SLC, if needed.
 - o Coordinate usage of meeting space, hotel guest rooms, and food and beverage with hotel staff for all conferences and meetings as needed.
 - o Coordinates workers for headquarters at SLC.
 - o Secure computers for SLC.
 - o Secure space needed for computers at SLC.
 - o Adds from old description???
 - o Plan conference agenda with state officers and
 - o Select and order t-shirts for conference participants based on conference budget
 - o Coordinate gifts for conference advisors based on conference budget.
 - o Assign state officer responsibilities with State Officer Coordinator
 - o Order all supplies needed for SLC
 - o Order Competitive Event Plaques and special awards plaques
 - o Plan State Officer Parent Breakfast (present officers with awards
 - o Oversee selection of trading pin design, order pins, and distribute to chapters before NLC.
 - o Distribute Crisis Management Plan to Executive Board
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- Secure support from business, industry, labor, education, and foundations to provide direction and financial assistance for Career and Technical Student Organization activities as specified below:
 - o Assist Corporate and College Support Coordinator to seek business, industry, labor, and education support.
- Verify with executive board that the financial business of Indiana BPA is managed and conducted in accordance with all local, state, and federal laws and with recognized accounting principles including:

- o Coordinate payment of expenses.
- o Maintain appropriate accounting records.
- o Complete annual budget form including all revenue and expenses.
- o Complete final financial status report form including all revenue and expenses.
- o Have books audited.
- o File report of financial reports.
- o Submit annual entity annual report, 990 information, and non-profit form.
- Secure storage unit and store BPA supplies and materials.
 - o Prepare inventory list of storage unit contents.
- Oversee selection of trading pin design. Order and distribute trading pins.
- Purchase needed supplies, ribbons, awards, etc. for all conferences.
- Monitor and report all grant deliverables and request reimbursement in a timely manner.
- Plan and conduct special activities needed by Indiana BPA, as needed and directed by the executive board.
- o Attend the National Leadership Conference
- o Secure voting delegates using outgoing/incoming state officers for NLC.
- o Attend all voting delegate meetings and caucuses with state officers at NLC.
- o Ensures all candidates and officers attend meetings as assigned by National Center at NLC.
- o Ensure president is available for Parade of States at NLC.
- o Coordinate display booth with BPA State Officers at state IACTE conference.
- o Obtain state officers to speak/welcome attendees at IACTE conference
- Plan and conduct special activities needed by Indiana BPA, as needed and directed by the executive board.