

## **Indiana BPA State Officer Coordinator - Job Description**

Effectively communicate with officers, board, and key personnel on a regular basis.  
Correspond and follow-up on all electronic communication within the office of this position.  
Oversee completion of Fall, region, and state newsletters (due every other month)  
Coordinate display booth with BPA State Officers at state IBEA Business, Marketing, and IT Conference and at Indiana Legislative Day.  
Perform all other duties as assigned by the State Advisor.

### **Coordinate and plan state officer screening**

- Provide application, tentative calendar, screening process, study guide, and meeting information to state officer candidates and their chapter advisors.
- Prepare materials for candidates/judges (scoring rubrics, interview questions, written exams, etc.).
- Prepare and announce candidates who will campaign and be elected during SLC.
- Coordinate officer election process.
- Communicate with candidates and advisors regarding speeches during the business meeting at SLC
- Obtain and proof 100 Word Essays for SLC Business meeting
- Obtain headshots for multimedia presentation during Business meeting

### **Coordinate the state officer summer orientation**

- Plan agenda
- Secure housing with State Advisor
- Assure correct set-up at facility
- Contact presenter/s for state officer summer orientation
- Prepare state officer binders (e-binders)
- Coordinate state officer uniforms with State Advisor
- Order and distribute team polo shirts with State Advisor
- Inform officers of their responsibilities, expectations, and facilitate getting-to-know-you activities
- Facilitate as officers prepare a mission statement, goals and program of work for the year
- Communicate with chapter advisors immediately following orientation
- Coordinate display booth with BPA State Officers at state IACTE conference.
- Obtain state officers to speak/welcome attendees at IACTE conference

### **In conjunction with the State Advisor and state officer team plan and coordinate the state Fall Leadership Conference (FLC)**

- Plan conference agenda with state officers
- Select speaker(s), session topics, and officer topic assignments
- Assign state officer responsibilities
- Facilitate writing of script
- Facilitate Multi-media Opening/Closing Session
- Review and approve music selection for opening/closing session
- Facilitate presentation preparation
- Plan conference agenda with state officers and State Advisor
- Select speakers and entertainment for FLC (if requested) and coordinate with State Advisor

## **Plan State Leadership conference agenda with State Advisor and state officers and present to Indiana BPA Board**

- Oversee selection of trading pin design and order trading pins
- Plan conference agenda with state officers and State Advisor and then present to Indiana BPA Board
- Coordinate with State Advisor on state officers gifts
- Select t-shirts for conference participants based on conference budget and coordinate with State Advisor
- Plan and coordinate all general sessions with state officers
- Facilitate selection of conference theme, art-work, music selection, and other conference related needs.
- Provide room reservations for state officers at SLC to State Advisor
- Coordinate gifts for conference advisors based on conference budget.
- Assign state officer responsibilities
- Facilitate writing of script
- Facilitate Multi-media Opening/Closing Session
- Review and approve music selection for opening/closing session
- Facilitate presentation preparation
- Plan and coordinate all general sessions with state officers
- Facilitate preparation of scripts for general sessions
- Select keynote speakers for SLC (if appropriate)
- Coordinate state officer team activities and responsibilities for SLC
- Rehearse general sessions
- Train officers to run Awards Session
- Film State Officer farewell video
- Plan State Officer Parent Breakfast (present officers with awards)
- Coordinate officer installation
- Communicate with newly elected state officers and their chapter advisors regarding NLC responsibilities, state officer orientation, and other necessary information

## **Coordinate Ongoing State Officer Assignments & Activities**

- Coordinate with the State Advisor housing assignments for ongoing meetings.
- Oversee state officers at all meetings and conferences
- Coordinate and plan all State Officer Meetings and Activities
  - Secure locations with State Advisor
  - Plan agendas
  - Provide meal(s) (when necessary)
- Collect officer expense forms and coordinate all payments for state officer team with State Advisor
- Collect and review officer monthly reports (due once a month)
- Collect and review officer grade reports (due each grading period)