

STATE OFFICER CANDIDATE INFORMATION

GENERAL INFORMATION

FBLA High School state officers serve as representatives for members across New Jersey. They are responsible for designing the year's goals. In doing so, they determine the direction of the upcoming year. Officers work together to develop state programming – including workshops, conferences, guides, etc. – and plan state events. In addition, state officers serve as liaisons between the local and national levels of FBLA High School.

FBLA State Officers are prohibited from driving themselves to any event and may only be driven to events and chaperoned by their FBLA adviser, a school approved chaperone (NJ FBLA must have official paperwork from the school admin if the chaperone is not a school employee), or their own parent(s).

FBLA State Officer Positions: President, Northern Region Vice President, North Central Region Vice President, Central Region Vice President, Southern Region Vice President, Secretary, Historian, Membership Vice President, Community Service Vice President, Webmaster

As part of the State Officer Candidate Application, students must submit adviser approval, administration approval, parent approval, the state officer candidate agreement, the state officer code of professional conduct and state officer infraction policies and procedures agreement, a full social media disclosure, transcripts, and other items as detailed on the application.

Each chapter can only have 2 state officers serving at the same time. Chapters MAY NOT have more than 2 students apply for State Office each year.

Per the NJ FBLA Bylaws, a chapter cannot have students serve in the same office for more than 2 years in a row. For example, in 2021-22, the NJ FBLA State President was Jaya Singh from Old Bridge High School and in 2022-23, the NJ FBLA State President was Tamara Kasikovic from Old Bridge High School. Old Bridge High School was prohibited from running a State President candidate for the 2023-24 membership year, but was able to run a candidate for any other position.

Candidates for Regional Vice President positions MUST be able to hold a Regional Summit for at least 200 members at their high school the following January. If the local high school cannot hold the summit, applicants should not apply for a Regional Vice President position.

Time Commitment:

FBLA High School State Officers and their advisers (or an approved chaperone) are required to attend:

- *Middle School State Leadership Conference (March 18, 2026)
- *Collegiate State Leadership Conference (March 21, 2026)
- *Officer Transition Meeting (mid-May, 2026)
- *National Leadership Conference (June 29-July 2, 2026)
- *Officer Training (July or August, 2026) NOTE: NJ FBLA cannot confirm training dates until June 2026. Therefore, all elected/appointed officers MUST keep the entirety of the months of July and August free. If an officer has a conflict with the training date, once confirmed in June 2026, and cannot attend, they will be resigned from the position and will not be eligible to serve on the State or National levels for the remainder of their time in FBLA High School.
- *Local Chapter Officer Training (September or October 2026)
- *State Fall Leadership Conference (October 2026)
- *National Fall Leadership Conference (November 2026; 2 - 4 days)

- *Officer Candidate Bootcamp (December 2027)
- *At least one Regional Summit (January 2027)
- *State Leadership Conference (March 2027; 3 days; must arrive one day early)
- *Middle School State Leadership Conference (March 2027)
- *Collegiate State Leadership Conference (March 2027)
- *Other events such as the Devils Event and Show Boat Event

- *One official meeting per month
- *Various other commitments such as Bridge/Regional webinars, RCE awards recording, chapter visits, resource creation, etc.

In addition to the required commitments, State Officers are also required to visit local chapters and work on projects related to their program of work throughout the year. State officers should expect to spend several hours a week attending meetings, fulfilling their duties, and completing assignments.

NOTE: State Officers may NOT have more than 1 unexcused or 2 excused absences at required events for the duration of their term. Missing a 1-day event counts as 1 absence, missing a 2-day event counts as 2 absences, etc. The determination of what counts as an excused vs unexcused absence is at the discretion of the State Adviser. State Officers who incur more than the allowed number of absences will be resigned from their position and will not be eligible to serve on the State or National levels for the remainder of their time in FBLA High School.

Requirements:

- *All candidates must have at least 1 full year of high school study remaining. No seniors are eligible to apply.
- *All candidates must have at least a 2.5 out of 4.0 cumulative unweighted GPA and maintain this average for the duration of their term.
- *All FBLA candidates must have completed the Contributor, Leader, and Advocate levels of the Business Achievement Awards by the time their application is submitted
- *Candidates for FBLA regional offices may only apply to serve the region in which their school is located.
- * State Officer Candidates MUST meet the minimum member eligibility standard of having previously completed or being currently enrolled in a corresponding business or IT CTE course. (Personal financial literacy does not satisfy this requirement). The qualifying course must appear on the Candidate's official high school transcript. Courses taken at a college or other institution will not count if they are not reflected on the Candidate's high school transcript.

CAMPAIGN GUIDELINES

Application Deadline: November 21, 2025
 Candidate Interviews: November 29, 2025
 In Person Bootcamp: December 12, 2025 (Must be accompanied by a school approved chaperone)
 Preliminary Campaign Materials (Speech, Video, Campaign Booth) /Supplementary Historian and Webmaster Assessments Due: January 16th @ 5pm
SLC: March 9-11, 2026 in Atlantic City; Candidates for State Office (and their school approved chaperone) MUST arrive at SLC on the morning of March 8. This extra night at the hotel will NOT be covered by NJ FBLA.

All candidates/applicants for every office including Historian and Webmaster (and their school approved chaperone) must attend the full day in person bootcamp held at Kean University on December 12th, 2025. Inability to attend Bootcamp is an automatic disqualification. There will be no virtual option or ability to "make up" what was missed.

CAMPAIGN PROCESS FOR ELECTED OFFICES:

NEW THIS YEAR: Following a bylaw amendment, the state officer position of Parliamentarian has been removed from the officer team. As a result of this structural change, the Historian position will now be filled through an application process.

New Jersey FBLA High School will continue to use a slating system this year. Applicants will provide their preferred office. Based upon an applicant's interview and observations made at bootcamp, the slating committee (officers and staff) will move applicants into the positions that they believe are the best fit for each candidate. This will ensure that no candidate runs unopposed*. Candidates will be notified of the position they are nominated to run for and have the opportunity to either accept the nomination or be permitted to withdraw their application and not run for office. Candidates for the positions of Historian and Webmaster WILL NOT be part of the slating process and will be application based for the 2026-2027 school year.

**Please note that candidates for Region VP positions may be unopposed if there are no other candidates from that region who are able to host a summit at their school the following January.*

All candidates will take a state officer candidate test on-site at Bootcamp. Candidates will be tested on a combination of FBLA history, rules, the NJ FBLA High School Program of Work, position-specific responsibilities, etc. Scores will be disclosed to all voting delegates.

All candidates for elected office, except for President, will give a 1-minute speech. Candidates for President will give a 2-minute speech. No skits or giveaways are permitted during the campaign speech. All candidates will give their speeches on stage during Opening Session, or if there are 2 Opening Sessions, at a general Candidate Speech Session.

All candidates for elected office will create a 30-second engaging video that will play immediately before they begin their speech. This video should encompass the candidate's campaign theme and should be extremely creative. The candidate is the only individual who can speak in the video and must adhere to the FBLA dress code. Examples will be shown at Bootcamp.

Each candidate will create a flyer that will be posted on a general campaign website. However, candidates cannot have a personal campaign website.

Candidates will participate in campaigning during the State Leadership Conference. This will be all day on March 10th. Candidates will be given a lunch break.

**Candidates for Historian and Webmaster will be required to assist conference staff onsite at SLC March 9th and 10th and will not be permitted to serve on the campaign team for another member of their chapter. The tasks assigned will correlate with the tasks required of the Historian and Webmaster positions. The completion of the assigned tasks will be factored into who is appointed.*

Candidates for elected office are permitted to spend up to \$500 on the campaign and MUST submit receipts as well as an expense report. Candidates must report the fair market value for items that were donated or already owned. For example, if a candidate chooses to use a laptop to show a video at their booth, they will need to report the standard cost of renting a similar laptop for one day. Further guidance will be provided at bootcamp.

Candidates for any office CANNOT campaign before the adjournment of the opening session. This includes social media, email, word of mouth, and printed media. Only a candidate's adviser and local chapter can be aware of his/her candidacy before the announcement of candidates by the state office. Any candidate found to have violated this rule will be immediately disqualified.

Candidates CANNOT use social media campaigning or any form of online campaigning at ANY TIME. Anyone found to have posted anything remotely related to their campaign or found to have sent

emails or DMs mentioning their campaign to members outside of their chapter, will be immediately disqualified. This rule also extends to a candidate's chapter members. If a member of a candidate's campaign team/chapter is found to be using social media/email/text/etc. to campaign on the candidate's behalf, the candidate will be disqualified.

HISTORIAN CANDIDATES:

Applicants for the office of Historian will complete a written application and participate in an interview with the current FBLA State Officer Team, who will vote to determine the appointee.

*A supplemental skills-based assessment will be provided to all Historian candidates after initial interview and will be due by January 16, 2026

**Candidates for Historian and Webmaster will be required to assist conference staff onsite at SLC March 9th and 10th and will not be permitted to serve on the campaign team for another member of their chapter. The tasks assigned will correlate with the tasks required of the Historian and Webmaster positions. The completion of the assigned tasks will be factored into who is appointed.*

WEBMASTER CANDIDATES:

Applicants for the office of Webmaster will complete a written application and participate in an interview with the current FBLA State Officer Team, who will vote to determine the appointee.

*A supplemental skills-based assessment will be provided to all Webmaster candidates after initial interview and will be due by January 16, 2026

**Candidates for Historian and Webmaster will be required to assist conference staff onsite at SLC March 9th and 10th and will not be permitted to serve on the campaign team for another member of their chapter. The tasks assigned will correlate with the tasks required of the Historian and Webmaster positions. The completion of the assigned tasks will be factored into who is appointed.*

OFFICER ROLES & RESPONSIBILITIES

Please note that all officers directly report to NJ FBLA State Staff. All deliverables must be approved by State Staff, as State Staff sets all strategy and overall direction of NJ FBLA.

PRESIDENT:

*Preside over and conduct executive board meetings according to accepted parliamentary procedure

*Collaborate and coordinate state officer efforts to ensure officers are meeting expectations

*Attend a minimum of (4) local chapter events, not including your own

*Lead the New Jersey state officer team and local chapter members

*Serve as a role model and inspiration for New Jersey FBLA High School

REGIONAL VICE PRESIDENTS:

*Assist the President in the fulfillment of his/her duties

*The Vice President hailing from the region of the President shall preside over the executive board in the absence of the President

*Preside over regional meetings

*Plan and conduct a Regional Summit in January, which encompass workshops focused on competitive events and leadership

*Regional Summits must be hosted at the Vice President's school

MEMBERSHIP VICE PRESIDENT:

*Contact at least five (5) inactive chapters each semester

*Assist in the promotion of existing state membership recruitment and development programs

*Present membership workshops at the Regional Summits

*Work to encourage Middle Level growth

*Strive to increase member engagement, as well as the number of members

COMMUNITY SERVICE VICE PRESIDENT:

- *Develop and execute community service workshops at the Regional Summits and State Fall Leadership Conference
- *Plan and execute one state-wide sponsored activity to raise funds for the national service partner
- *Plan and execute one state-wide community service project
- *Plan and execute our state-wide advocacy project, Advocate4Anthony
- *Act as a liaison between local chapters and state charities

SECRETARY:

- *Prepare accurate minutes of all executive board meetings, and distribute to Executive Board members and advisers within one week following the adjournment of the meeting
- *Count and record votes when taken at meetings
- *Develop agenda with the President and State Officer Coach and send out meeting notices to the executive board
- *Monitor all New Jersey FBLA High School social media posts to ensure accuracy
- *Manage the State Officer Google Drive
- *Keep track of current assignments and tasks

HISTORIAN:

- *Maintain all New Jersey FBLA High School social media platforms, including Instagram, TikTok, etc.
- *Increase engagement in New Jersey FBLA High School social media content by creating appealing activities for each platform
- *Keep an accurate visual [photos/video] documentation of the state chapter
- *Candidates must pass an interview and skills assessment.
- *Candidates should have graphic design experience.

WEBMASTER:

- *Maintain the New Jersey FBLA High School website
- *Maintain the New Jersey FBLA High School conference app
- *Candidates must pass an interview and skills assessment.
- *Candidates should have website design skills.

Advisers of State Officers:

- *Accompany state officer for all required events OR arrange for a school approved chaperone
- *Serve as a member of the state executive board (advisers are not voting members)
- *Assist state officer with the execution of duties and completion of program of work, if needed

EXPENSES & STIPENDS

- *NJ FBLA will pay for the conference registration fee for each officer to attend NFLC and NLC. NJ FBLA will reimburse officers for travel (airplane or train depending on distance) and for their hotel room (at the quad rate) for NFLC and NLC upon successful completion of their term.
- *State officers will not be expected to pay for any costs associated with SFLC, SLC, or officer training.
- *NJ FBLA does not cover any chaperone expenses.

NATIONAL CANDIDATES

Any student wishing to apply to be NJ FBLA's National Officer Candidate must complete the State Officer Candidate Application and select National Candidate as the position being applied for by November 21st, 2025. This includes students wishing to apply for the appointed position of National Parliamentarian. Interviews will occur after the State Leadership Conference.

CANDIDATE CALENDAR

FRIDAY NOVEMBER 21, 2025

HS State Officer and National Candidate Application Deadline

Deadline: 5:00pm

SATURDAY NOVEMBER 29, 2025

HS Officer Candidate Interviews

Time: All Day

Location: Zoom

Candidates should make themselves available all day. NJ FBLA will not accept requests from candidates for changes in their assigned interview time.

FRIDAY DECEMBER 12, 2025

HS State Officer Candidate Bootcamp

Time: 9:00am-3:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

Bootcamp is required for all HS State Officer Candidates. There will be no virtual option. A school approved chaperone must attend with the candidate.

FRIDAY JANUARY 16, 2026

State Officer Candidate Materials/Supplementary Historian and Webmaster Assessments Due

Deadline: 5:00pm

This is the deadline for approved state officer candidates who attended bootcamp to submit all preliminary drafts of their campaign materials or their completed supplementary assessments to the State Office for approval. Final dates will be communicated during bootcamp.

SUNDAY MARCH 8, 2026

State Officers & Candidates Arrive for SLC

Time: 9:00am

Location: Harrah's Resort Atlantic City, 777 Harrah's Blvd, Atlantic City, NJ 08401, USA

All state officers and candidates and their approved chaperones must report at 9am on March 8.

Lodging for officers, candidates, and chaperones will **NOT** be covered by NJ FBLA for the night of Sunday, March 8.

MONDAY MARCH 9 – WEDNESDAY MARCH 11, 2026

HS State Leadership Conference

Monday March 9, 2026 – Wednesday March 11, 2026

Location: Harrah's Resort Atlantic City, 777 Harrah's Blvd, Atlantic City, NJ 08401, USA

The SLC will be held March 9-11, 2026 and will feature competitive events, officer elections, opening and closing sessions, and workshops.

MARCH 18, 2026

MS State Leadership Conference

Time: 9:00am–5:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

The MS SLC will occur on March 18, 2026 from 9am–5pm at Kean University. Incoming State Officers and their School Approved Chaperones will staff the conference.

MARCH 21, 2026

Collegiate State Leadership Conference

Time: 9:00am–5:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

The Collegiate SLC will occur on March 21 from 9am–5pm at Kean University. Incoming State Officers and their School Approved Chaperones will staff the conference.

MID-MAY, 2026

State Officer Transition Meeting

Time: 9:00am–3:00pm

Location: Kean University, 1000 Morris Ave, Union, NJ 07083, USA

SATURDAY JUNE 28 – WEDNESDAY JULY 2, 2026

HS and MS National Leadership Conference

Saturday June 28, 2025 – Wednesday July 2, 2025

Location: San Antonio, TX

TO BE SCHEDULED FOR JULY/AUGUST

Officer Training