

STATE OFFICER CANDIDATE FACT SHEET

A written test will be given to all State Officer Candidates. Scores from the test will be distributed to voting delegates. All test questions will come from the information listed on this sheet.

General Information

Meaning of the Organization's Name

- **Business:** The field for which we prepare our students; emphasizes that we educate our members to work efficiently, not only in an office setting, but also in a wide variety of business situations.
- **Professionals:** Our students indicate they join Business Professionals of America to take advantage of a wide variety of professional development opportunities.
- **of America:** Symbolizes pride in our country and its free enterprise business system.

Pledge--updated in 2010

We are met in a spirit of friendship and goodwill as we prepare for careers in a world-class workforce. We work together to develop professionalism and leadership through Business Professionals of America and pledge our loyalty to our nation.

Official Colors

Navy blue signifies the success achieved through leadership and professionalism. Tan represents the bountiful fields of opportunity in America. Red symbolizes the friendship obtained through teamwork in our organization.

Use of the Acronym

Using an acronym (BPA) to identify the organization is acceptable in casual conversation and personal correspondence. Once the name is spelled out in full, the acronym may be used in text. Do not use the acronym for cover titles or headlines.

Annual Theme

This year's theme is: "Together we Create"

Tag Line

Today's Students, Tomorrow's Business Professionals.

Mission Statement of Business Professionals of America

The mission of Business Professionals of America is to contribute to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic, and technological skills.

National Officers

The Executive Council is made up of the National Officers for Secondary and Post-Secondary Divisions.

The National Executive Council for the Secondary Division includes President, Vice President, Secretary, Treasurer, Historian, and Parliamentarian. The current Secondary National President is. Dominica Chavez

The National Executive Council for the Post-Secondary Division includes President, Vice President, Secretary/Treasurer, and Parliamentarian. The current Post-Secondary National President is Skyler McArthur.

In order to run for National Office, you must have at least a grade point average of 2.75, be a member in good standing by February 15, of the current year and be currently serving or have served as an elected officer of a local, regional/area, or state association of BPA.

In order to represent the organization in a sufficient manner, National Officers are required to travel at least 3 times during their term of office. The first required event is for the National Officer Training and will be held during the month of July in Columbus, Ohio. The second required event is for the National Leadership conference planning and will be held during the month of January at the site of the National Leadership conference during their term. The third required event is the National Leadership Conference and will be held during the April-May time-frame at the site of the National Leadership conference during their term.

State Officers

Marta Roth, President
Roxanne Warva, Executive Vice President
Felicia Anderson, Recording Vice President
Ryan Monio, Vice President of Public Relations

National Center Staff

There are currently 8 full time staff positions at National Center.

Executive Director

Dr. LouAnn Ross

Overall Association Management
Corporate Sponsorships

614-895-7277 x308
lross@bpa.org

Director of Education

Dustin Devers

Workplace Skills Assessment Program (Competitive Events)

614-895-7277 x305
ddevers@bpa.org

Director of Finance, CFO

Ric Cowles

Accounting & Financial Services

614-895-7277 x306
rcowles@bpa.org

Director of Member Services & Events

Jonathon Smith

Membership Services
New Chapter Applications/Information
Membership Materials
Online Membership Registration System
Conference and Workshop Arrangements

614-895-7277 x302
jsmith@bpa.org

Director of Strategic Initiatives

Heather Bunning

Education Partners
Advisor Services

614-895-7277 x307
hbunning@bpa.org

Executive Staff Assistant

Michele Gordon

Accounts Payable & Receivables

614-895-7277 x301
mgordon@bpa.org

Interactive Communications Specialist

Joel Stieg

Publications
Website
Technology Initiatives

614-895-7277 x304
jstieg@bpa.org

National Officer Coordinator

Sherrell Wheeler

Coordination of National Officer responsibilities
Supervision of National Officers for conferences and meetings
Training of National Officers
Oversight of National Officer Elections

806-457-4200 x754
swheeler@bpa.org

Emblem

The purposes of Business Professionals of America are symbolized by the emblem and its meaning: The four points of the shield stand for ambition, leadership, sociability, and poise. The shield itself stands for honor, dignity, and the importance of business in America. The stripes represent the essential characteristics of very successful worker-education, citizenship, loyalty, patriotism, dependability, and competency. The bar represents the service provided by those employed in business occupations. The quill and inkwell represent the stability of business occupation. Finally, the torch represents worthy goals pursued by the organization and its members. The emblem's use is restricted to BPA ceremonies.

BPA Attire

The nametag is worn on the right side of the jacket.

The highest torch award pin earned is placed on the right lapel.

The national merit pin is placed on the right lapel.

The year membership pin is placed on the left lapel.

The officer pin is placed on the right lapel above the name tag.

Miscellaneous

Business Professionals of America has members in 26 states.

Business Professionals of America Week is the second full week of February.

Programs

Workplace Skills Assessment Program

This program is conducted on regional, state, and national levels and tests competency in various areas of business/office occupations. There are 60 (including Middle Level) competitive events in **five different categories—changed to 5 in 2014**. The **five** categories include:

1. Finance,
2. Business Administration,
3. Management Information Systems
4. Digital Communication & Design
5. Management, Marketing & Communication.

Special Recognition Awards

The Special Recognition Awards Program is open to participation by all chapters. Each Special Recognition Award is outlined in the Special Recognition/Torch Awards handbook. The following is a list of 2015-2016 BPA Cares Service Learning programs:

- Community Action Award
- Community Relief Service Award
- Environmental Action/Awareness Award
- Safety Awareness Award
- Service Learning Award Individual
- Special Olympics Award

The following is a list of 2018-2019 BPA Cares Special Recognition Award programs:

- BPA Marketing & Public Relations Award
- BPA Merit Scholar Award
- Chapter Activities Award of Excellence
- Entrepreneurship Exploration Award
- Member Recruiter Award

Special Olympics

Special Olympics is our national service project. The National activity is the Chain of Love.

Torch Awards Program

The Torch Awards Program recognizes outstanding actively involved members on the local, regional, state, and national levels. There are nine torches in seven activity divisions. The torches are leadership, service, cooperation, knowledge, friendship, love, hope, faith, and patriotism.

Local Award	Executive	10 pts in each category
Regional Award	Diplomat	30 pts in each category
State Award	Statesman	50 pts in each category
National Award	Ambassador	70 pts in each category

Conferences

National Leadership Conference (NLC)

2019 Anaheim, CA May 1-5

2020 Washington, DC May 6-10

2021 Orlando, FL May 5-9

2022 Dallas, TX May 4-8

Publications

The Wire—online publication.

Board of Trustees

The Board of Trustees provides oversight to the creation, direction, and supervision of the activities of Business Professionals of America. The secondary and post-secondary presidents serve as members of the board. The chair is Cedric Bandoh.

State Association Advisory Council (SAAC)

Comprised of the State Association Advisors, the council advises the Board of Trustees on all State Association matters. The chairman is Amy Riddle.

Classroom Educators Advisory Council (CEAC)

This advisory council consists of local advisors from each state appointed to serve as a liaison between the chapter advisors and the Board of Trustees. The council recommends changes and/or additions to the Workplace Skills Assessment Program and other programs. The chairman is Chad Bobb.

National Business Advisory Council (NBAC)

The NBAC, National Business Advisory Council, provides a liaison between business and industry and the Board of Trustees. The NBAC representative to the Board of Trustees is David Watkins.

History of Business Professionals of America

1966 In July, the Vocational Office Education Clubs of America (VOECA) was formed by the states of Iowa, Kansas, and Wisconsin.

1971 A national office was established for the Office Education Association in Columbus, Ohio, and the Board of Trustees approved the Alumni Division.

1973 The first full-time Executive Director of OEA was employed.

1982 The present national Center at 5454 Cleveland Avenue, Columbus, Ohio was purchased.

1984 Board of Trustees commissioned the Market One firm of Columbus, Ohio to do a marketing study of the OEA. The resulting long-range marketing plan recommended reform of the national image of the OEA.

1988 Image reform recommendations of the marketing study were implemented—**the OEA became Business Professionals of America.**

1992 The National Center is paid off and the mortgage is burned in a ceremony at the National Leadership Conference in Cincinnati, Ohio.

2003 The Middle Level Program was approved by BPA Corporate. The BPA Middle Level Division is born.

Parliamentary Procedure and BPA Constitution and By-laws

Constitution and Bylaws

In order for voting to take place, a quorum must be present. A quorum consists of a majority of voting delegates.

Parliamentary Procedure of all meetings will be governed by the Current edition of Roberts Rules of Order Newly Revised.

The five types of motions are Privileged motions, Subsidiary motions, Main motions, Incidental motions, and motions that bring the question again before the assembly.

The purposes of this organization are:

- To assist local chapters members in leadership and development.
- To unite in a common professional bond without regard to race, creed, sex, or national origin of students enrolled in classes with business employment as their objective.
- To develop leadership abilities through participation in career and technical education, civic, recreational, and social activities.

- To assist students in establishing realistic employment objectives.
- To create enthusiasm for learning.
- To promote high standards in ethics, workmanship, and scholarship.
- To develop the ability of students to plan together, organize, and carry out worthy activities and projects through the use of the democratic processes.
- To foster an understanding of the functions of labor, entrepreneurial, and management organizations in the American free enterprise system.
- To develop competent, assertive leaders in business education.
- To develop and strengthen members' confidence in themselves and their work.
- To provide satisfactory social and recreational activities.
- To foster practical application of business education skills through competitions.

The Constitution and Bylaws were Adopted in April 1989 and Last Amended May 2007.

The constitution or bylaws may be amended by two-thirds vote of the voting delegates at the National Leadership Conference, provided that:

1. The amendment has been presented in writing by the state association proposing the amendment to all state associations of Business Professionals of America, the Business Professionals of America Executive Director, and the national president on or before December 15 preceding the National Leadership Conference; and
2. The Executive Director and National President are responsible for making the proposed amendment known immediately to the Executive Council who must consider the proposed amendment during their next meeting; and
3. The Executive Council has approved the amendment and the Executive Director has presented the proposed amendment to the Board of Trustees of Business Professionals of America, Inc. no less than sixty (60) days prior to the National Leadership Conference; and
4. The Executive Director has announced its approval by the Executive Council and presentation to the Board of Trustees to each state association and has posted the proposed amendment on the Business Professionals of America web site no less than thirty (30) days prior to the National Leadership Conference.