

# IBEA AREA REPRESENTATIVES' GUIDELINES

## Revised Spring 2002

Congratulations on your position as IBEA Area Representative. This endeavor should be an enriching professional experience for you as you provide leadership in business education.

The following guidelines are intended to serve as a framework for the activities you select for your area. The guidelines should help make IBEA activities more uniform, make your work easier, and provide continuity from one area representative to his/her successor.

### ***IBEA EXECUTIVE BOARD MEETINGS***

- Attend **ALL** IBEA Executive Board meetings. The board meetings serve as the primary means for sharing information about the organization's plans and activities.
- Present a report at board meetings describing your plans for and/or results of area activities.

### ***IBEA AND NBEA MEMBERSHIP***

- Encourage every business education teacher in your area to join IBEA and NBEA. Write each potential member a letter or e-mail, and share the benefits of this professional membership.
- Contact administrators in your area to encourage business education teachers to join their professional business organization.
- Identify a contact person in each school in your area. Ask them to encourage others to join IBEA and NBEA.

### ***AREA MEETINGS***

- Plan two meetings a year. You may schedule your meetings after school or in the evenings (combine with a pizza or sandwich supper) or have a Saturday morning meeting and include a brunch. Piggyback with any other area-wide meetings if convenient.
- Contact teachers in your area or other area representatives to ask for suggested meeting topics.
- Share new ideas, problems, technology, etc., through roundtable sessions. An alternative would be a speaker and/or workshop on current topics. Publishers are sometimes helpful with this.
- Utilize the \$150 IBEA annually provides each area representative to host area meetings. Provide refreshments for the teachers at your meetings, or consider contacting local businesses to provide a door prize.
- Notify all business teachers of meetings. A good way to advertise is to state: *All Persons Welcome! Free to IBEA Members.* Charge only the price of dues for nonmembers.
- Make a special effort to get to know your AEA personnel. Explain the IBEA program you would like them to assist you in implementing. The AEA Educational Services staff can be extremely helpful in organizing workshops, identifying speakers, and promoting business education.

- Arrange for the state business education consultant to attend area meetings. Invite the president, president-elect, legislative chair, etc. of IBEA to participate and/or bring greetings.
- Distribute all curriculum materials and all other materials to the teachers through area meetings. Be certain that all teachers get the materials even if they do not attend the meeting. This distribution can be done through AEA van mail. Distribution should take place within thirty days after receiving the curriculum materials.
- Involve as many of your area teachers as possible. Ask them to introduce presenters at in-service activities and at convention sessions.
- Encourage teachers to be presenters at area meetings and convention sessions.
- Publicize area activities on the IBEA website, [www.ibeaonline.org](http://www.ibeaonline.org).

## **AWARDS**

- Identify teachers who have done something special for business education and recommend them for the *Hoffman Award*.
- Nominate teachers who should be recommended for *Secondary and Postsecondary Outstanding Business Educators* and *Outstanding New Teacher – Secondary and Postsecondary*. Follow the instructions carefully when you are selecting your area's candidates.
- Select teachers, administrators, business persons, community leaders, and friends of business education who have made a major contribution to business education and who should receive the *Distinguished Service Scholarship Award*.
- Select a business in your AEA area that has made contributions impacting business education – but that is not engaged in the education of individuals for careers in business – to receive the *Outstanding Service to Business Education Area Award*.
- Notify Awards chairperson of retiring business educators in your area so they may receive the *Dedicated Service to Business Education* certificate and letter of thanks from IBEA.

## **IBEA ANNUAL FALL CONVENTION**

- Encourage all teachers to attend the fall convention. Be available to meet with the teachers from your area at the convention.
- Assist the convention planning committee if possible. Volunteer to serve as a facilitator for the convention.