

Missouri FBLA
Middle School State Leadership Conference
Adviser Duties

Competitive Events

- Event Administrator
 - Ensures that the competitive event is running on time and the correct competitors present to the judges
 - Connects with the judges to ensure all scores are entered correctly
 - Connects with the Competitive Events Desk to ensure no ties are in the event prior to judges leaving
 - Must stay in position until properly checked out with the Competitive Events Desk
- Competitive Events Assistant
 - Assists the Event Administrator in all duties necessary for the event to run smoothly
 - In some cases may have to run food to Event Administrator
 - Must stay in position until properly checked out with the Event Administrator and Competitive Events Desk
- Competitive Events Desk
 - Serves as check out desk for Event Administrator and judges
 - Checks in competitors for events
 - Assists Missouri FBLA Conference Staff with all things competitive events
- Prep Room
 - Runs all competitors through the prep time for Critical Thinking
 - Ensures competitors arrive to presentation room
 - Must stay in position until all competitors have prepped

Student Engagement

- Assistant to Workshop Presenters & Supervision
 - Ensures that the workshop presenters have all materials necessary to present
 - Supervises the members for respectful attitude with presenters
 - Must stay in position until there is a break in the schedule and the workshops are officially complete in the room (refer to the program for the workshop times)
- Lunch Assistance
 - Supervises the distribution of lunch and follows the direction of Missouri FBLA Conference Staff
 - Must stay in position until released by Missouri FBLA Conference Staff
- FBLA Shop Assistance
 - Assists with setup of the FBLA Shop and managing the merchandise for sale under the direction of Missouri FBLA Conference Staff
 - Must stay in position until released by Missouri FBLA Conference Staff