

## **FFA Chapter Officer Positions – Description of Duties**

### **2021-2022**

Chapter officers serve a vital function in FFA. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. The following are general duties expected of all officers:

1. A genuine desire to be part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
4. A commitment to lead by example.
5. A knowledge and understanding of the chapter, state and national FFA constitutions, bylaws and programs.
6. A working knowledge of parliamentary procedure.
7. An ability to memorize their parts in the official ceremonies.
8. Completing specific duties and responsibilities that relate directly to each office.
9. Develop an officer report for each meeting when necessary.
10. Attend every officer meeting and chapter meeting. Must advise the advisor and president by Monday the week of the meeting if they cannot attend for an excusable reason.
11. Attend fundraising events (Holiday Shops, Plant Sales, Dog Wash, etc.)
12. Follow the FFA Code of Ethics.
13. A willingness to help other officers at any time.
14. A willingness to compete in CDEs, attend state level events (COLT, Advanced Leadership, State Convention), and strive to meet the requirements for the FFA State Degree.
15. Work closely with the advisor to complete tasks. Ask questions and seek help when needed.
16. Express enthusiasm for Stamford FFA events; encourage member participation.
17. Regularly communicate with teammates by acceptable communication methods including email, Google Classroom, and group chats.

**President:**

1. Preside over meetings according to accepted rules of parliamentary procedure.
2. Appoint committees and serve on them as an ex-officio, non-voting member.
3. Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities (POA).
4. Represent the chapter in public relations and official functions.
5. Develop agendas for meetings.
6. Help plan and run the banquet.
7. Coordinate events.
8. Work closely with the FFA Advisor to accomplish all goals for the year.

**Vice President**

1. Assume all duties of the president if necessary.
2. Develop the Program of Activities (POA) and serve as an ex-officio, non-voting member of the POA committees.
3. Coordinate all committee work.
4. Work closely with the president and advisor to assess progress toward meeting chapter goals.
5. Establish and maintain a chapter resource file.
6. Schedule guest speakers for each FFA meeting.

**Secretary**

1. Prepare and post the agenda for each chapter meeting.
2. Prepare and present the minutes of each chapter and officer meeting.
3. Place all committee reports in the designated area in the Secretary, Treasurer & Program of Activities Workbook or the computer software.
4. Be responsible for chapter correspondence.
5. Maintain member attendance and activity records and issue membership cards.
6. Keep the POA wall chart up to date.
7. Have on hand for each meeting:
  - a. Secretary, Treasurer & Program of Activities Workbook or computer software.
  - b. Copy of the POA including all standing and special committees.
  - c. Official FFA Manual and the FFA Student Handbook.
  - d. Copy of the chapter constitution and bylaws.
8. Maintain member activity records and distribute all stamped attendance sheets to chapter members within 7 days of an activity or meeting.
9. Maintain a neat and accurate Secretary Binder including:
  - a. Officer Meeting Attendance
  - b. Chapter Meeting Attendance (meeting sheets)

- c. Fundraiser Attendance
- d. Attendance at other FFA activities

### **Treasurer**

- 1. Receive, record and deposit FFA funds and issue receipts.
- 2. Present monthly treasurer reports at chapter meetings.
- 3. Collect dues and special assessments.
- 4. Maintain a neat and accurate Secretary, Treasurer & Program of Activities Workbook of the computer software.
- 5. Prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary.
- 6. Responsible for all paperwork regarding chapter meetings, holiday shops, plant sales, bake sales, etc.
- 7. Make sign up sheets and sign in sheets for each of the sales. Keep track of who came to each of the events.
- 8. Point person for all fundraisers

### **Reporter**

- 1. Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
- 2. Release news and information to local and regional news media.
- 3. Publish a chapter newsletter at least once a quarter.
- 4. Assist Historian with preparing and maintaining the chapter scrapbook.
- 5. Send local stories to area, district and state reporters.
- 6. Send articles and photographs to FFA New Horizons and other national and regional publications.
- 7. Work with local media on radio and television appearances and FFA news.
- 8. Serve as the chapter photographer.
- 9. Develop a database of organizations contact information to send out FFA event information.
- 10. Work with Historian to develop an end of the year slideshow of chapter activities.

### **Sentinel**

- 1. Assist the president in maintaining order.
- 2. Keep the meeting room, chapter equipment and supplies in proper condition.
- 3. Welcome guests and visitors.
- 4. Keep the meeting room comfortable.
- 5. Take charge of candidates for degree ceremonies.
- 6. Assist with special features and refreshments.

7. Work with Junior Student Advisor to make FFA members feel comfortable at meetings and events.
8. Create flyers and Google Slide for all meetings and activities at least 7 days prior to the event.

### **Historian**

1. Develop and maintain a scrapbook of memorabilia in which to record the chapter's history.
2. Research and prepare items of significance of the chapter's history.
3. Prepare displays of chapter activities and submit stories of former members to the media.
4. Serve as the chapter photographer and upload all photos to the Google Drive
5. Assist with developing an end of the year slideshow of chapter activities.

### **Parliamentarian**

1. Be proficient with parliamentary procedure.
2. Rule on all questions of parliamentary conduct at chapter meetings.
3. Serve as a participant or an ex-officio member of the parliamentary procedure team.
4. Conduct parliamentary procedure workshops at the chapter level.
5. Chair or serve as ex-officio member on the conduct of meetings committee.
  - a. Develop sign up sheets for committees.
  - b. Communicate with committee leaders about what is going on in committees.
  - c. Report about committees and meeting dates.
6. In charge of all CDE's (Career Development Events) and committees.
  - a. Find out dates for each CDE throughout the year and what is required.
  - b. Report about CDEs at each meeting. Explain what events are coming up and report about participation in previous CDEs.
  - c. Develop sign up sheets for each CDE throughout the year.
  - d. Fill out all forms and meet deadlines for all CDE events at the state level.

### **Junior Student Advisor**

1. Assist with the supervision of chapter activities year-round.
2. Help to inform prospective students and parents about the FFA.
3. Help instruct members in leadership and personal development.
4. Help to build school and community support for the program.
5. Encourage involvement of all chapter members in activities.
6. Plan freshman and upperclassmen activities.
7. Plan FFA week activities.
8. Make flyers for FFA week and notify members of events for FFA week.
9. Develop ice breaking activities to develop chapter community and teamwork.

10. Make freshman and upperclassmen feel comfortable in the FFA.
11. Work with incoming freshman to help them feel comfortable with upperclassmen and the program.
12. Give students your email or contact information so they can contact you with any questions or problems.
13. Give students ideas about SAE opportunities. Direct students to check out bulletin board in Ag office.
14. Write thank-you notes to all guest-speakers, volunteers, and program supporters.