

NERSBA FFA CHAPTER OFFICER HANDBOOK



2017 – 2018

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THE FFA ORGANIZATION:

THE FFA MISSION:

The National FFA Organization is dedicated to making a positive difference in the lives of young people by developing their potential for **Premier Leadership, Personal Growth and Career Success through agricultural education.**

The organization's **motto** is:

Learning to Do; Doing to Learn; Earning to Live; Living to Serve.

MEMBERSHIP:

The FFA's **507,763 members** and **7,226 chapters** represent **all 50 states, as well as Puerto Rico, and the Virgin Islands.** FFA is a diverse organization in rural, urban and suburban schools. **Students aged 12-21 enrolled in agricultural education programs** are eligible for membership.

SCIENCE, BUSINESS & TECHNOLOGY:

The organization **changed its name in 1988 from Future Farmers of America to the National FFA Organization to reflect its evolution** in response to expanded agricultural opportunities **encompassing science, business and technology in addition to production farming.** FFA members, who may enter the workforce directly or pursue higher degrees through technical schools and four-year universities, are preparing for careers in agricultural marketing, processing, communications, education, horticulture, production, natural resources, forestry, agribusiness and other diverse agricultural fields.

FEDERALLY CHARTERED:

The FFA was **organized nationally in 1928 in Kansas City, MO.** In **1950, Congress granted the FFA a federal charter,** making it an integral, **intracurricular** part of public agricultural instruction under the National Vocational Education Acts. Two of the FFA's top three executives are employed by the U.S. Department of Education.

STRUCTURE:

The FFA operates on **local, state and national levels.** Student members belong to chapters organized at the local school level. Agricultural education instructors serve as chapter advisors. Chapters are organized under state associations headed by an advisor and executive secretary, often employees of the state department of education. States conduct programs and host annual conventions. The National FFA Organization, governed by a board of directors, charters state associations; provides direction, programmatic materials and support; and hosts the **national FFA convention, which draws over 47,000 attendees each October.** The **National FFA Alumni Association's over 42,000 members in over 2,700 affiliates** assist in the continued growth and development of active FFA programs.

CAREER PREPARATION:

The agricultural education program provides a well-rounded, practical approach to learning through **three components: Classroom education** in agricultural topics such as plant and animal sciences, horticulture, forestry, Agri-marketing, etc.; **hands-on supervised agricultural experience** such as starting a business or working for an established company; and **FFA,** which provides leadership opportunities and tests students' agricultural skills.

PROGRAMS AND ACTIVITIES:

FFA's local, state and national programs and activities help members develop public speaking skills, conduct and participate in meetings, manage financial matters, strengthen problem-solving abilities and assume civic responsibility. Degrees earned at local, state, and national levels recognize members' increasing accomplishments.

STUDENT LEADERSHIP:

FFA members elect their own officers and plan and conduct activities with supervision from their chapter advisors. A team of **six national officers**, typically college students taking a year out of their studies, plays a key role in planning the national convention and other events and travels more than 100,000 miles during their year of service representing the FFA.

HEADQUARTERS:

The **National FFA Organization** is located at the **new National FFA Center in Indianapolis, IN**. The **National FFA Organization Headquarters Operations** is located in **Alexandria, VA** and shares its offices with other agricultural education organizations: the National Council for Agricultural Education and the National Association of Agricultural Educators.

FFA FOUNDATION:

The **National FFA Foundation** headquartered in **Indianapolis, IN**, works with business and industry, organizations and individuals to raise funds to recognize FFA achievements and support activities at local, state and national levels. The foundation's address is P.O. Box 68960, Indianapolis, IN 46268-0960. Telephone: 317-802-6050. Fax: 317-802-6051.

Qualifications to become a FFA Officer:

- *** Enrolled in at least 1 semester of an agricultural course during your officer term.
- *** Passed all of your educational classes the quarter before your term starts. Maintain a passing academic record throughout your officer term.
- *** Have and maintain a 70% average in all current courses
- *** Complete the nomination form and turn it in on time.
- *** Complete all portions of the officer selection process, on time. (see application)

NERSBA FFA CHAPTER
Chapter Officer Selection

The following are the criteria used to select chapter officers for the NERSBA FFA Chapter. The selection process is designed to result in the best possible members being selected to represent the chapter from all of those that apply. Please take this process very seriously. The chapter officers are the backbone to a successful chapter and must be willing to put forth a great deal of effort to make sure the chapter and upcoming year run smoothly. Officer candidates should consider the responsibility that they will be accepting as an officer of the chapter. While it is very understandable that officers of this chapter will have other commitments in such a small school, candidates should be willing to dedicate themselves to making every effort to fulfill their responsibilities as an officer. Furthermore, students applying must be willing to keep in contact with the Advisor on a routine basis and attend a **weekly** officer meeting as scheduled, as well as, regular chapter monthly meetings. Please consider all this is involved with accepting this responsibility including reviewing the attached officer expectations and officer responsibilities before applying.

Below is the outline of the process used to determine chapter officers:

- 1) Application and Nomination Papers – The successful completion of the attached application and nomination forms is required to be considered. These applications will be evaluated and ranked for 33.3% of the selection process.
- 2) Interview – An interview will be conducted of all of the members that apply (with a completed application) with an interview panel made up of a combination of the following people; the Advisor(s), FFA Alumni members, past officers, and school administration or staff. Each nominee’s interview will be evaluated and ranked for the final 33.3% of the selection process.
- 3) Chapter Vote – All members passing the selection board will have their name placed on a ballot and the chapter membership will vote for the nine (9) individuals they believe will best represent the chapter as an officer. Chapter voting will make up 33.3% of the selection process.
- 4) Officers will be elected by a combination of total points from their application and interview as well as votes received. Points are awarded in reverse ranking order. Once the nine officers are identified for next year those nine individuals will caucus and determine which candidate will hold what office. President will be the first office determined. All candidates who applied as interested in being president will have their chance to convince their fellow officers that they should be selected. If a consensus cannot be reached amongst the officers for any position the chapter will decide based on a vote held at an emergency election meeting of all of the chapter members. Officer candidates interested in that position will be given an opportunity at this meeting to speak and answer questions from the membership to why they should be selected. A majority vote will determine what candidate receives the position.

SAMPLE INTERVIEW QUESTIONS

How can the NERSBA FFA benefit from you?

How well do you work with other people?

What do you feel is the most important aspect of working in a team?

What are your future goals?

How do you see the NERSBA FFA in the future?

Why do you want to be an NERSBA FFA Officer?

Why do you deserve to be an NERSBA FFA Officer?

Being an FFA Officer is an honor, how should this honor be treated?

What do you think is the most important characteristic of an NERSBA FFA Officer?

How will you handle the time commitment of being an FFA Officer?

What new ideas for activities can you bring to the FFA Officer Team?

What quality do you have that others admire in you?

Describe what kind of an example an NERSBA FFA Officer should set for others.

How do you promote the FFA?

What would be your personal goal on the NERSBA FFA team?

What is the strongest characteristic of the NERSBA FFA?

What is the weakest characteristic of the NERSBA FFA? How would you improve it?

What kinds of experiences can you bring to the FFA Officer Team?

Define leadership. When and how can leadership be demonstrated?

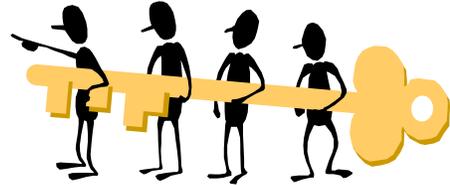
How do you thank those that support the NERSBA FFA?

Discuss your knowledge of the NERSBA FFA Alumni?

Questions pertaining to FFA history, membership and the National FFA Organization.

Qualities of a FFA Officer

- ✓ **Integrity**
- ✓ **Seeks out responsibility**
- ✓ **Leadership skills**
- ✓ **Communication skills**
- ✓ **Desire to improve the NERSBA FFA**
- ✓ **Desire to improve the NERSBA Community**
- ✓ **Willingness to work with others**
- ✓ **Commitment to personal growth**
- ✓ **Ability to go above and beyond and always strive for excellence**
- ✓ **Ability to assume responsibility and follow through on commitments**



FFA OFFICER EXPECTATIONS

- ⇒ All officers will attend all meetings, officer trainings, workdays and activities. **Prior notice** must be given if unable to attend. You may need to find someone to replace you. Officers will **actively** participate in meetings and activities. **This means help with set-up, stay for entire clean-up, welcome guests, help complete tasks, etc.**
- ⇒ Officers will conduct themselves in accordance with the FFA Code of Ethics. Officers will act with **integrity** and **responsibility**. Officers are expected to seek out leadership roles and complete all tasks to the **best of their abilities**.
- ⇒ Officers will help promote a **positive image** of the NERSBA FFA **at all times**.
- ⇒ Officers will handle the committees that they are co-chairing. (This means **you** need to announce committee meetings, set up activities and get activities started, planned and completed.)
- ⇒ Officers will attend all open house and banquet practices to ensure that these events are as successful as possible.
- ⇒ Officers will work together for the benefit of the NERSBA FFA.
- ⇒ Officers will attend **all meetings** with their officer binder and a writing utensil.

FFA Officer Responsibilities

President:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Preside over all meetings according to accepted rules of parliamentary procedure.
- ❖ Prepare the Open House and Banquet scripts.
- ❖ Serve as the official representative of the chapter.
- ❖ Coordinate chapter activities.
- ❖ Turn in monthly meeting agenda to advisor one week prior to FFA meetings.
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

Vice-President:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Assume duties of the president if necessary.
- ❖ Work with the president in coordinating chapter activities
- ❖ Monitor the Program of Activities as it relates to the chapter's activities.
- ❖ Maintain the point's list.
- ❖ Oversee the planning of chapter's Annual Spring Banquet
- ❖ Type the final copy of the FFA Agenda.
- ❖ Post the meeting agenda at least 24 hours prior to an FFA meeting on the FFA bulletin board and in the office window.
- ❖ Maintain the FFA bulletin board.
- ❖ Assist with the FFA Quiz Bowl Team preparation.
- ❖ Assist with FFA website maintenance.
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

Secretary:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Prepare and present the minutes of each meeting.
- ❖ Attend immediately to all chapter correspondence. (Thank-you notes, invites, ect.)
- ❖ Post announcements regarding all FFA activities on the FFA Board and in the office.
- ❖ Issue membership cards.
- ❖ Have on hand at each meeting:
 - Secretary's Book
 - Copy of the P.O.A.
 - Official FFA Manual
 - Chapter's Constitution
- ❖ Turn in minutes to the previous month's meeting one week prior to the meeting they are approved.
- ❖ Maintain a neat and accurate secretary's book.
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

Treasurer:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Routinely monitor the FFA accounts in cooperation with the advisors and school administration.
- ❖ Provide the secretary with an accurate account of FFA members paying dues.
- ❖ Maintain a neat and accurate official Treasurer's Book.
- ❖ Prepare the monthly treasurer's reports for chapter meetings.
- ❖ Attend immediately to all chapter bills and money deposits.
- ❖ Assure that receipts are issued to all FFA members that pay their dues.
- ❖ Recommend fundraising goals and inform the chapter of fundraising needs
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

Reporter:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Be responsible for keeping (in the advisor's office) the FFA camera using it to take quality photos for the banquet. Alert the advisor when film and battery supplies are running low.

- ❖ Release news and information to the local media including:
 - The "NERSBA School News letter" •The Roanoke Beacon
 - The Enterprise •The Washington Daily News
- ❖ Coordinate radio and television appearances regarding FFA news and events.
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

Historian:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Be responsible for keeping (in the advisor's office) the FFA camera using it to take quality photos for the banquet. Alert the advisor when film and battery supplies are running low.
- ❖ Maintain the chapter's scrapbook.
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

Sentinel:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Prepare the meeting room and care for the chapter equipment and supplies.
- ❖ Attend the door and welcome visitors.
- ❖ Keep the meeting room comfortable.
- ❖ Assist with meeting special features and refreshments.
- ❖ Organize chapter recreational activities.
- ❖ Keep an accurate record of the "FFA Year In Review" to share with school officials and the archives.
- ❖ Invite and introduce special guests.
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

Chaplain:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Assure that proper reverence is maintained at all chapter meetings and functions.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

Parliamentarian:

- ❖ Maintain an acceptable SAE as a model to others.
- ❖ Put together the chapter's Program of Activities with the assistance of other officers.
- ❖ Take part in planned chapter activities.
- ❖ Participate on speaking and judging teams.
- ❖ Attend all leadership workshops.
- ❖ Once a week check in for five minutes with the advisor to make sure that all deadlines and activities are being made.
- ❖ Co-chair a committee.
- ❖ Support fellow officers and members.
- ❖ Portray a positive image of the FFA and serve as a positive role model.
- ❖ Keep an up to date copy of the FFA Manual and Roberts Rules of Order on hand.
- ❖ Assure that all meetings adhere to Roberts Rules of Order and therefore are conducted properly.
- ❖ Correct any potential parliamentary mistakes that occur and provide advice on parliamentary matters to the President and other officers.
- ❖ Officers need to make the FFA a major priority; not something that is important when they have time for it.
- ❖ The responsibilities of each officer is theirs; not the advisors, their parents, or the remainder of the team.

FFA Officer Rewards

- Gain leadership, communication, and teamwork skills.
- Make lifetime friendships.
- Travel.
- Develop your personal growth.
- Make an impact in our school and community.
- Develop valuable career skills.
- Cash awards and scholarships.
- Local, state, and national recognition.
- Occasional free food!
- Fun! Fun! Fun!

NERSBA FFA SAMPLE AGENDA

(Date)

Call to order

Opening Ceremonies

All members in unison: To practice brotherhood, honor agricultural opportunities and responsibilities and develop those qualities of leadership which an FFA member should possess.

Secretary's Report
Treasurer's Report
Committee Reports

Old Business

New Business

Move to adjourn

Announcements

Next meeting date: _____

Upcoming Activity dates and places:

Adjourn