



Forest Lake FFA Chapter

Premier Leadership~Personal Growth~Career Success

Chapter Officer Selection Process

- A nominating committee consisting of Students, Alumni, Agricultural Education Advisory Council Members, and School Administrators will interview and select officers.
- Each officer candidate will be interviewed by the nominating committee. All candidates are expected to schedule their interview with Mrs. Ward.
- All candidate applications will be reviewed by the committee and individuals will be asked similar questions.
- The nominating committee will slate the six constitutional officers (President, Vice President, Secretary, Treasurer, Reporter and Sentinel) and may also select additional officers (such as Parliamentarian, Officer(s) at Large, Historian, etc) as they determine necessary.
- Officers will be installed at the chapter banquet and begin their terms on that day.

Chapter Officer Expectations

1. This is YOUR organization NOT the Ag Teachers'!
2. Your number one priority and focus as a chapter officer is to serve the needs of the members of your chapter.
3. The success of Chapter Officers is evaluated by team performance, not necessarily on individual performance. Learn how to help each other to become better leaders.
4. It is expected that each Chapter Officer be a positive role model for the members of the chapter (Suspensions, probations, and repetitive disciplinary action is unacceptable) and follow the FFA Code of Conduct.
5. It is expected that each Chapter Officer strive aggressively to achieve and maintain academic success (at least a 2.0 GPA).
6. Conduct yourself in a dignified and professional manner at all times.
7. NEVER wait until the last minute to complete your assignments.
8. While not required, officers are strongly encouraged to enroll in the Youth Leadership course(s)
9. Participate in weekly officer meetings AND notify an advisor of any absences.
10. Attend monthly FFA meetings AND notify an advisor of any absences.
11. Contribute to proper communication through social media and/or texting.
12. Attend the officer retreat. The date will be selected by the advisors and team
13. Plan and facilitate a workshop at chapter camp.
14. Attend chapter camp.
15. Attend as many FFA events as possible.
16. Commit to an entire term in office (March - March)
17. Utilize the FFA Officer Google Drive folder.
18. Have all of your opening and closing ceremony parts memorized.
19. We understand that FFA officers will be involved in sports and other activities. Conflicts will occur, however, we want you to inform the team and the advisors of any conflicts!

Specific Office Expectations

President

- Create agendas for the weekly officer meetings. Post these agendas at least two days prior to each meeting, and get each agenda approved by all of the advisors.
- Lead monthly chapter meetings using parliamentary procedure.
- Lead officer meetings.
- Facilitate the new member orientation with another member of the officer team.
- Coordinate with advisors of all planned activities.
- Ensure that the National Chapter Application is completed.

Vice President

- Work closely with the president to carry out chapter activities.
- Update the chapter's Google calendar with activities & committee meeting dates.
- Assume the roles of the president if he or she is not present at a meeting.
- Ensure that the National Chapter Application is completed.
- Make sure that all committees are submitting reports and are meeting regularly.

Secretary

- Write an agenda for each of the monthly meetings. Share this agenda at an officer meeting
 - (at least one week prior to the monthly meeting).
- Record the minutes for the monthly meetings. Post these minutes to the Google Drive FFA Officer folder as soon as possible (one to two weeks after the monthly meeting).
- Make sure that all thank you notes are written and are timely.
- Work cooperatively with the Treasurer to manage and update the chapter roster.

Treasurer

- Make all deposits and complete necessary forms (check once per week).
- Complete all expense reports (check once per week)
 - Work with the activities director to obtain the financial statement (Treasurer's report) before each monthly meeting & inform members of how much money is in the chapter account at each monthly meeting.
- Become familiar with the cash register and how it is used.
- Work cooperatively with the advisor to make sure members are invoiced.
- Send dues notices to members.
- Work cooperatively with the Secretary to manage and update the chapter roster.

Reporter

- Write and submit press releases for newspapers.
- Write Remind 101 text messages as needed.
- Coordinate efforts on social media (Facebook).
- Complete the chapter scrapbook.
- Assist in the management/updating of the chapter website.
- Take pictures at all chapter functions and post images online.

Sentinel

- Create lists of items that are needed for chapter meeting activities and/or chapter events. Submit these lists to the advisors a week in advance.
- Welcome members and hand members the agenda before or monthly meeting.
- Create posters for all meetings and special FFA events.
- Organize refreshments for all FFA events.
- Make sure that the room is setup before all meetings.

Parliamentarian (DO NOT APPLY FOR)

- Assume the roles for any absent officer at monthly meetings (if needed).
- Write and present a “Motion of the Month” for each monthly meeting. Submit this presentation to an advisor and the chapter president for approval a week before each meeting.
- Work with members of the Parliamentary Procedure CDE team.

Officer at Large (DO NOT APPLY FOR)

- Assume the roles for any absent officer at monthly meetings (if needed).
- Volunteer for functions as needed.
- Ensure that the National Chapter Application is completed.
- Ask fellow officers how you can help with their tasks/goals.

Historian (DO NOT APPLY FOR)

- Assist with the Chapter Scrapbook
- Ensure the Chapter Scrapbook is entered in the Region IV competition
- Assume the roles for any absent officer at monthly meetings (if needed).
- Volunteer for functions as needed.
- Ask fellow officers how you can help with their tasks/goals.

Chapter Officer Candidate Agreement

Member:

I understand that this application is being used to express my interest in being elected as a Forest Lake FFA Chapter Officer (term begins in March). This application does not guarantee me an officer position. I further agree that as a candidate I will provide a completed application and attend the nominating committee meeting and interview. I will also fully and completely disclose any additional information (including transcripts) to the advisors on request.

Student Signature

Date

Parents:

I support my student in their candidacy as a Forest Lake FFA Chapter officer. I understand that this process does not guarantee an office. I will make an effort, if my student is elected, to attend a meeting with the advisors that will outline additional officer expectations.

Parent Signature

Date



National FFA Organization Code of Ethics & Rules of Conduct

FFA CODE OF ETHICS

We will conduct ourselves at all times in a manner that presents a positive image of our organization, our school, and our community by:

1. Dressing neatly and appropriately for the occasion.
2. Showing respect for the rights of others and being courteous to everyone at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property and rights of others.
5. Refraining from loud, boisterous talk, profanity and other unbecoming conduct.
6. Demonstrating sportsmanship in the showing, judging arenas, and meetings. Showing modesty in victory and graciousness in defeat.
7. Arriving at meetings on time and respecting the opinions of others in discussion.
8. Taking pride in our organization, in our activities, in our supervised agricultural experience programs, in our exhibits, and in the careers in agriculture.
9. Sharing with other's experiences and knowledge gained by attending National and State meetings.
10. State Law prohibits smoking in public meeting rooms.

RULES ON CONDUCT

I have read the rules of conduct, understand them, and I will abide by them. I will accept the authority of the supervisors and advisors in charge of the trip. I will attend the all scheduled events and make arrangements to report back to my chapter. I will be courteous at all times and respect the rights of other members. I will care for campus / accommodations property and respect the rights of others while at FFA events. I will not purchase, use, or have in my possession any kind of alcohol, tobacco, drugs, or other chemical substances. If away from home, I will be in my room and remain there after curfew time, and I will be dressed and out of my room by the time designated by the advisor for each day.

I understand that any infraction of these rules will be grounds for my participation in the trip to be terminated and for me to be sent home at my parent's / guardian's expense. I pledge to attend the activities marked in this program. Members violating or ignoring rules of proper conduct at events will be subject to disciplinary action and dismissal. Violations of the Code of Ethics or Rules of Conduct will be reported to local school administrators for disciplinary action.