

Thank you for your interest in serving as an officer for the Versailles FFA Chapter. The following information gives a brief description of the duties of the elected officers, what they are responsible for, several rules, and activities that will be expected of an officer. This is a unique and wonderful opportunity to help lead the FFA Chapter, work as a team, and be rewarded for your hard work. If you have any questions, please ask Mrs. Wuebker. **Applications are due: February 10, 2017.** Ten to Fifteen minute officer interviews will be held the evening of **February 16, 2017 in the Ag Room.** Election of the officers will take place at the FFA Meeting on **February 23th** at 7:00pm, and the new officers will be installed at the Parent-Member Banquet on March 13th.

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

1. A commitment and genuine desire to serve as an officer and 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 constitution and bylaws, as well as pertinent information relevant to the FFA.
6. A working knowledge of parliamentary procedure.
7. An ability to memorize their parts in the official ceremonies. There are specific duties and responsibilities that relate directly to each officer.

The following are the offices for the 2017-2018 Versailles FFA Chapter. Following each office is a brief description of what each position is responsible for.

President

1. Preside over all 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.
4. Represent the chapter in public relations and official functions.
5. Have a well-rounded knowledge of the FFA Organization and its activities.
6. Work closely with FFA Advisor to motivate entire officer team and help foster cooperation skills.

Vice-President

1. Assume all duties of the President if necessary.
2. Develop the Program of Activities and serve as an ex-officio (non-voting) member of POA Committees.
3. Coordinate all committee work.
4. Work closely with the president and advisor to assess programs.
5. Establish and maintain a chapter resource file.

6. Complete the National Chapter Application.
7. Type the Committee Reports after monthly meetings and give to Secretary.

Secretary

1. Prepare and post the agenda for each chapter meeting.
2. Prepare and present the minutes of each chapter meeting.
3. Be responsible for chapter correspondence.
4. Maintain member attendance and activity records.
5. Complete the Official FFA Chapter Secretary's Book.
6. Keep record of member and Banquet addresses.

Treasurer

1. Receive, record, and deposit FFA funds and issue receipts.
2. Present monthly treasurer's report at chapter meetings.
3. Collect dues and special assessments.
4. Maintain a neat and accurate Official FFA Treasurer's Book.
5. Serve as a chairperson of the Earnings, Savings, and Investments committee.
6. Prepare and submit the membership roster and dues to the National FFA Organization through the State FFA Association office in cooperation with the secretary.
7. Prepare and present a Treasurer's report at monthly meetings.
8. Keep record of fruit sales and put them into computer.

Reporter

1. Plan public information programs with the 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. Send articles and photographs to FFA New Horizons and other national and/or regional publications.
4. Complete the Official FFA Scrapbook.
5. Prepare and present a Reporter's report at monthly meetings.

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. Pass out meeting agenda.
8. Clean up meeting room.
9. Prepare and present a Sentinel's report at monthly meetings.

Historian

1. Assist and help the reporter with the Official FFA Scrapbook.
2. Send out a quarterly newsletter.

3. Assist the reporter in providing necessary materials for news articles.
4. Maintain records of the chapter's activities.
5. Keep FFA Hall of Fame and FFA Banners updated.

Student Advisor

1. Encourage involvement of all chapter members in activities.
2. Prepare students for involvement in contest and award programs.
3. Supervise year-round chapter activities.
4. Be proficient with parliamentary procedure.
5. Prepare displays of chapter activities that can be used for different public relations activities.
6. Coordinate a monthly chapter recognition program (Point System).
7. Prepare and present a Student Advisor's report at monthly meetings.

Parliamentarian

1. Be proficient with Parliamentary Procedure
2. Rule on all questions of parliamentary conduct at chapter meetings
3. Serve as a participant of an ex-officer member of the Parliamentarian Team for 8th graders, freshman, and varsity teams
4. Conduct parliamentary procedure workshops at the chapter level
5. Chair or serve as ex-officio member on the conduct of meeting committee
6. Assist with entering fruit sales forms
7. Oversee the buddy system

Besides completing the above duties, there are several requirements of the Versailles FFA Officers. The following are a brief list of activities that chapter activities must participate in:

1. Attend monthly FFA Meetings.
2. Attend FFA Officer Meetings.
3. Participate in the Parliamentary Procedure Contest.
4. Help plan and conduct the Chapter Banquet in March.
5. Help plan and conduct the Greenhand Conference.
6. Participation in State or National FFA Convention.
7. Participate in FFA Camp, Washington Leadership Conference, Ohio Leadership Camp, or Leadership Night.
8. Participate in various chapter activities which include: Halloween Party, fruit sales, recreational activities, community service activities, Farm Day, and the Soup and Sandwich Social.
9. Participation in one skills contest beyond Parliamentary Procedure.
10. Abide by all chapter rules, code of conduct, and serve as a role model for the Versailles FFA Chapter and the FFA Organization.

2017-2018 Versailles FFA Officer Code of Conduct

Chapter officers serve a vital role in the FFA Organization. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be a goal as an officer to lead by example and encourage other members to participate in chapter activities. By signing below, I understand and accept the above listed duties of being an officer and will abide by the following agreement:

Agreement

- I understand the privileges that come with being an officer and pledge to uphold these responsibilities and duties.
- I agree to forgo the use of Alcohol and Tobacco at all times. Possession, use, consumption, sale, or transfer of alcoholic beverages, drugs, look-alike drugs, or tobacco (including smokeless tobacco) by any student at any time or place during the officer term will result in removal from the officer team for the remainder of the officer term.
- I agree to serve as a role model for our chapter members and other school students.
- I agree to participate in at least 1 or 2 skills contests beyond parliamentary procedure.
- I agree to participate in at least three State/National FFA Activities.
- I agree to promote a positive image of the National FFA Organization and the Versailles FFA Chapter by acting as a responsible adult and being a positive role model.
- I agree to be on time for all FFA Activities. (Officer Meetings, FFA Meetings, and other activities that are required to attend)
- I agree to be organized and ready to lead our chapter.
- I agree to know all parts of opening ceremonies by the April FFA Meeting and will be able to speak them with clarity and authority.
- I agree to be respectful, honest, and courteous to all FFA members and people alike.
- I agree to participate in at least 4 or 5 community activities.
- I agree to take initiative when officer reports or anything else needs done.
- I agree to help conduct 8th Grade Recruitment, National FFA Week Activities, The Statewide Greenhand Conference, EMT and Firefighter Farm Safety Program, Farm Day, Soup and Sandwich Social, and Our Chapter FFA Banquet.

-I understand if I am elected an officer that all points of this above agreement will be in place from the start of being an officer on March 13, 2017 to the end of being an officer on March 12, 2018.

-If elected, I understand that I am expected to abide by all of the above items. If I do not follow these guidelines and cannot follow the responsibilities of my elected office, I will be reprimanded and/maybe removed from the officer team at the discretion of the Versailles Agricultural Education Instructor, VHS Principal, and a VHS Teacher. As a parent, I understand the above agreement and understand the responsibilities my child is accepting by becoming a Versailles FFA Chapter Officer.

Student Signature/Date

Parent/Guardian Signature/Date

2017 Versailles FFA Chapter Officer Application

Application Due: February 10th

Interview: February 16th (10 to 15 Minutes)

Officer Elections: February 23rd FFA Meeting

(Please write in Ink or Type, word document available upon request. **No Pencil.**)

Application will be scored and should be completed to the best of your ability

Name: _____ FFA Jacket Size _____

Grade Level (Next Year): _____ T-shirt Size _____

Years in FFA: _____

Why do you want to become a Versailles FFA Chapter Officer; what do you hope to accomplish:

List your past and current involvement in FFA Activities:

List your past and current involvement in SAE Projects:

**List your past and current involvement in School and Community Activities
(please include Leadership positions-non FFA)**

What is your definition of initiative and how do you plan to take initiative in the Versailles FFA Chapter?

What top three characteristics do you possess that would be good traits of an FFA Officer, and how would they benefit the chapter and its members?

How do you plan to increase member involvement in FFA Activities and make improvements to our chapter?

**Rate 1 – 10 how much you would be willing to serve as an officer.
(10 – Wholeheartedly or 1 – Being forced to run)_____**

**Being an officer requires you to speak in front of others. How comfortable do you feel speaking in front of others?
(10 – Most Comfortable or 1 – Hate speaking)_____**

**Please rank the following offices in terms of your desire to be elected:
(1 – First Choice, 2nd – Second Choice...)**

- _____ **President**
- _____ **Vice President**
- _____ **Secretary**
- _____ **Treasurer**
- _____ **Reporter**
- _____ **Sentinel**
- _____ **Student Advisor**
- _____ **Historian**
- _____ **Parliamentarian**

Why did you choose to run for the office ranked as #1 in the above section?

Would you be willing to run for the offices ranked below #1? If not, which ones do you not want to run for?

If running for the office of President or Vice-President, be prepared to be asked to demonstrate knowledge of Parliamentary Procedure during the officer interview. You may also be asked to prepare a presentation that involves serving as a spokesperson for the FFA. No opening ceremonies will need to be memorized for the officer interviews; however, students should know roles and responsibilities of specific offices.