

Santa Paula FFA
Officer Responsibilities and Guidelines
2020 - 21

Officers will be expected to perform their duties as outlined in the FFA manual. All officers will have major responsibilities in the planning and implementing of activities for our section. If we are to have a successful year, then we must have officers willing to work, enthusiastic, and organized.

As an officer I understand the responsibility and the magnitude of being a FFA officer for the Ventura Section FFA. Furthermore, I accept this responsibility and will dedicate my time, talents, and efforts to the section. I realize that the success of our chapter depends upon its officers and their willingness to work, plan, organize, and attend section activities. I am also responsible for the acquiring official FFA dress. Furthermore, I realize that in order to attend and participate in activities that I will be responsible for keeping satisfactory academic progress in all academic classes.

Officers should lead by example. You should plan on being the most active members of our section, including involvement on judging teams, speeches, livestock projects, fairs, conventions, leadership workshops, camps, FFA week activities, community projects and school events, etc.

Officers should develop a mission statement for their team and their members. Then work hard toward that goal.

Officers should develop a plan of activities for the year. Things just don't happen. They must be planned, sometimes, months in advance. Being an officer is not just a title, it is a responsibility to the section, chapters, the members and yourself.

Most of all be supportive to each other. Help out the treasurer during any fundraisers. Lend a hand to the reporter in preparing the chapter newsletter. Everyone can help take pictures and help with signs, bulletin boards, etc. Remember that we can all make a positive difference. If we are united, that difference will be overwhelming.

I also submit all the information provided about me is filled out accurately and to the best of my knowledge and that anything can be checked by the sectional advisor(s) at any time. I also understand that any knowingly wrong information can make me ineligible for the office that I have applied for.

President

1. Preside over meetings.
2. Appoint Committees
3. Coordinate and plan the activities of the chapter.
4. Represent the chapter in public relations and official functions.
5. Responsible for planning an agenda for all meetings or executive committee meetings.
6. Must spearhead FFA involvement at school activities.
7. Responsible for the organization and completion of national report or application for chapter recognition

Vice- President

1. Assume duties of the president if necessary.
2. Develop the Program of Activities Committees.
3. Work closely with the president in meeting chapter goals.
4. Coordinate all committee work.
5. In charge of communication between the FFA Chapter and the Booster Club and should attend the Booster Club meetings.
6. Responsible for all joint activities and cooperative activities and events.

Secretary

1. Prepare and post the agendas for all meetings.
2. Prepare minutes of the meeting.
3. Responsible for all chapter correspondence.
4. Maintain member attendance.
5. Keep records on chapter point system.
6. Responsible for invitations, programs, and thank you letters.
7. Maintain a secretary's book of records.
8. Must submit for the Secretary's Book State Recognition
9. Responsible for submitting State Reports for chapter recognition.

Treasurer

1. Record, receive, and deposit FFA funds
2. Present treasures report at meeting
3. Collect dues
4. Prepare membership roster
5. Keep records on all fund raisers
6. Purchases needed supplies and keep chapter accounts, maintain records, invoices and payment.
7. Send out invoices as needed to collect chapter funds.
8. Must organize and keep records of the chapter's meat sale.

Reporter

1. Prepare, write and submit articles to local newspaper on all chapter activities.
2. Send news release to the local radio station KOKL
3. Publish chapter newsletter
4. Take chapter photographs of all events.
5. Send articles to the Santa Paula Times newspaper.
6. Send articles and photographs to the FFA New Horizon and the Ag. Youth.
7. Prepare and send news releases
8. Plan newspaper and radio releases during National FFA Week
9. Prepare displays for school

10. Prepare an orientation program for the middle school classes about FFA.
11. Must submit the Reporters scrapbook for state recognition.

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 during degree ceremonies
6. Assist with special features and refreshments.
7. In charge of recreational activities and events.
8. Responsible for courtesy corps during banquet.