Miller Grove FFA



**Chapter Officer Handbook**

**2018-2019**

Becoming a Chapter FFA Officer is a challenging process, yet a very rewarding opportunity. Through this chapter officer candidate process, you will grow as a person and advance in leadership development and career preparation. Congratulations on deciding to run for office!

Although Chapter FFA Office takes a great deal of hard work and dedication, officers will gain experiences and contacts that will last a lifetime. The skills gained will help you prepare for future careers, opportunities in college, and leadership roles in other organizations. Chapter officers serve the Miller Grove FFA members (including Junior members), school, and community. Officers make a positive difference in the lives of many people.

This handbook is to help you prepare for your candidacy for Chapter FFA Office. In it, you will find everything you need to get you on your way. Please thoroughly review all the enclosed information as you prepare for the chapter officer selection process.

Remember this handbook is only the beginning. As a candidate, you will need to study Agricultural Education and FFA information, as well as practice interviewing and presenting yourself in front of people. It will take your personal commitment and dedication to truly prepare for this process. You know yourself best! You know what areas you need to work on. We wish you the very best.

If you have any further questions, regarding the responsibilities of Chapter Officers, or the Selection Process, please contact Mr. Gatlin.

**Organization**

The Miller Grove FFA Officers are overseen by the FFA Advisor(s), with support by the school’s administration.

There will be at minimum, six elected chapter officers for the school year, maximum will be determined by FFA Advisor(s).

**Qualifications**

To participate in the Miller Grove FFA Chapter Officer program, officer candidates must meet all of the eligibility requirements:

* Have and maintain passing grades.
* Have and maintain a clean attendance record.
* Participate in a minimum of 1 LDE or CDE contest per year.
* Maintain at least 1 SAE.
* Participate in fundraising activities. Must sell a minimum of 10 items per fruit/meat fundraiser.
* Have a signed, completed application on file with Mr. Gatlin.
* Have a signed, completed Chapter Conduct Agreement and Code of Ethics form on file with Mr. Gatlin.
* Be a member of the local FFA chapter for the current school year.
* Thoroughly review the Miller Grove FFA Chapter Officer Handbook.
* Go through the chapter officer selection process.
* Students applying must currently have, or will have by the end of the school year, their Greenhand Degree, before applying for an Officer Position.

**Discipline**

All FFA Chapter Officers will be placed on probation for any of the offenses listed below. The Chapter Officer is allowed two chances to improve their behavior, with the third offense resulting in removal from the officer team.

*Offenses:*

* Not abiding by the Student Conduct Agreement
* Failure to preform duties as assigned
* Unexcused absenses to events
* Any absence from weekly/monthly Chapter/Officer meetings or specialty events in which the officer team must be present MUST be a reasonable excuse. All excuses must be aproved by your Agriculture Science Teacher(s) 24 hours prior to event (unless emergency).
* Two warnings will be given for “forgetting” . After those two absences - removal process will begin. An officer team MUST be a reliable group of students that will attend meetings regularly.

*Offenses resulting in immediate removal from Chapter Officer Team:*

* Use and/or posession of alcohol or drugs.
* Use and/or posession of tobacco.
* Stealing or posession of stolen goods.
* Use and/or posession of weapons.
* Inappropriate use of technology and social media devices.
* Defiance of advisor, administrator, or any other teacher.
* Two consecutive grading periods with a failing grade.
* Fighting of any sort.

Parent and/or officer has the right to request a hearing regarding this action. The hearing will be held as soon as possible with a panel. The officer and parent will be given the opportunity to present reasons for this action to be voided. The decision of the panel will be final.

**Officer Positions**

The Officer Positions available for the 2018-2019 school year are:

|  |  |  |
| --- | --- | --- |
| **Officer Position** | **National FFA Information** | **Miller Grove FFA Responsibilities** |
| President | Preside over meetings, appoint committees, coordinate activities, and represent the chapter in public relations and official functions. **The President must have been an active FFA Member in the previous year.** | -Attends meetings in the community to show Miller Grove FFA involvement in activities  -Oversees the event calendar (Program of Activities - POA) and updates monthly calendar |
| Vice President | Assume all duties of the President if necessary, develop the POA, and coordinate committee work. | -Attends meetings in the community to show Miller Grove FFA involvement in activities along with President or in place of President (depending on the situation)  -Oversees the Committees to ensure all Program of Activities paper work is complete for National Chapter Award |
| Secretary | Prepare and post the agenda for each chapter meeting, prepare and post the minutes for each chapter meeting, be responsible for chapter correspondence, and maintain member attendance and activity records. Prepare and submit the membership roster and dues to the National FFA Organization in cooperation with the Treasurer. | -Prepares FFA newsletter for each month with Reporter  -Keeps up with attendance records for meetings |
| Treasurer | Assist the advisor with financial records. Present monthly treasurer's reports at chapter meetings. Prepare and submit the membership roster and dues to the National FFA Organization in cooperation with the secretary. | -In charge of meat/fruit fundraiser  -Present new ideas for fundraisers  -Make “Thank You” cards for donors |
| Reporter | Serve as the public relations committee chair, assist advisor with chapter websites and newsletter, serve as chapter photographer, work with the Historian on the chapter scrapbook. | -Take pictures at events and upload them to Miller Grove FFA Instagram & Twitter account; send to advisor to put on Facebook  -Prepares FFA newsletter for each month with Secretary  -Write up articles about news events and accomplishments to be published to newspapers  -Create banquet slideshow with Historian  -Put up and create Posters for meetings/information |
| Sentinel | Serve as the recreation committee chair, assist the President in maintaining order, welcome guests and visitors, and assist with special features and refreshments. | -Prepare for meetings  -Make sure drinks/refreshments and activity are ready for meetings to start and cleaned up afterwards  -Take charge of candidates for degree ceremonies |
| Historian | Assist the Reporter with photography needs and develop and maintain the chapter scrapbook. | -Take pictures at events and upload them to Miller Grove FFA accounts  -Prepare FFA Scrapbook pages directly after each event  -Create banquet slideshow with Reporter |
| Parliamentarian | Provides rules for how chapter meetings are run and makes sure the chapter follows these set of rules. | -Makes sure all field trip permission slips are given out and collected  -Create signup sheets for events |
| Chaplain | Provide inspiration and motivation to chapter members through meetings and other activities. | -Serve as the Community Service  Committee Chairman  -Lead prayer at events |
| Student Advisor | Help assist President and Advisor, make sure community is aware of chapter involvement. | -Oversee Junior FFA Members  -FFA Week Committee Chairman |

**Miller Grove FFA Officer Application**

Every successful organization has strong leadership. Therefore, it will be a goal of the Miller Grove FFA Chapter to develop student leaders in all aspects of the program. Even though there are limited positions available on the officer team, every student will have the opportunity to develop leadership skills throughout the year. FFA Officers are a very important part of any FFA chapter. They develop programs, implement activities, and serve as role models in our chapter, school, and community. Therefore, they must first and foremost be a good student both through academics and behavior. Additionally, students running for chapter office must:

* Have a genuine desire to be a part of a leadership team
* Have a willingness to accept responsibility
* Have a sincere desire to work with all chapter members in meeting their leadership, personal, and chapter goals
* Be committed to lead by example
* Have the willingness to gain knowledge and understanding of the chapter, state, and national FFA constitution, bylaws, and programs
* Have the willingness to gain a working knowledge of parliamentary procedure
* Have the willingness to memorize the official ceremonies

The process to become an FFA officer has four parts. All areas are weighted accordingly:

|  |  |
| --- | --- |
| Completion and Quality of Application | 25% |
| Candidate Interview | 40% |
| Knowledge Quiz | 10% |
| Teacher Recommendations | 25% |

Parents must sign the Officer Application or it will not be accepted. You must be in official dress for the candidate interview if you have all clothing items. If you do not have official dress, then dress in a professional manner. All areas will be evaluated by a qualified panel. The candidate with the highest score will win that office. The panels decisions are final.

FFA officers will be expected to have FFA OFFICIAL DRESS. If a student does not own a FFA jacket, then one will need to be purchased before the school year begins. The jacket will have their name, chapter, and officer position listed. In addition to the official jacket and tie/scarf, boys are required to have black dress shoes, black slacks, black socks, and white button-up collared shirt. Girls will have simple black closed-toed heels (no sandals, boots, etc.), off-black hosiery, black knee-length skirt (must not be higher than 2 inches above the knee), and a white button-up collared shirt. Official dress will only be worn for formal occasions such as meetings, State FFA Convention, National FFA Convention, public appearances, FFA banquet, leadership events, etc.

FFA Officers will not be required to attend every single function, *however*; they must be able to attend monthly FFA meetings and monthly officer meetings. Officers are expected to participate in certain activities which are outlined in the “Student Conduct Agreement”. We will determine when officer meetings will be held at our first officer meeting.

**Official Dress**

Official dress is the uniform worn by FFA members at local, district, area, state, and national functions. It provides identity and a distinctive, recognizable image to the organization. The National FFA Organization sets forth a set of guidelines for Official Dress, as detailed in the Official FFA Manual.

**Female members should wear:**

* + Black skirt or pants– hem should be between knee and calf with the skirt no higher then 2 inches above knee.
  + White collared blouse
  + Official FFA scarf
  + Black nylon hosiery without designs
  + Black dress shoes – closed toe, closed heel and absolutely no wedges
  + Official FFA Jacket – zipped to top

**Male members should wear:**

* Black pants or slacks
* White long-sleeved collared shirt
* Official FFA tie
* Black socks
* Black shoes or black boots (low top dress shoes)
* Official FFA Jacket – zipped to top

**Application Checklist**

* Teacher recommendation forms given to teachers to turn in to Mr. Gatlin.
  + - * Each teacher you have should be given this form
      * Have teachers return forms to Mr. Gatlin’s box, scan/email them to jgatlin@mgisd.net, or put in sealed envelope for you to return immediately

***\*\*It is your responsibility to make sure all teachers receive a form, fill it out, and return it to Mr. Gatlin.***

* Completed Application
  + - * Blue/black ink or typed
      * Parent Signatures & Student Signature
      * All questions answered in complete sentences
* Candidate already received Greenhand Degree, or will this school year
* Read through the entire Miller Grove FFA Officer Handbook
* Filled out and signed a Student Conduct Agreement & Code of Ethics Form
* Secure official dress or professional attire for the day of interview
* Study the *FFA Manual* and *Robert’s Rules of Order* for the test
* Prepare yourself for interviews
  + - * Practice “interviewing”

*\*Make sure to list the Officer Position(s) on the application that you are interested in running for. This does not guarantee you this office, but it may be used to help us determine the best fit for each office. This is an extra step in the application process*