

Frisco Reedy FFA Officer Handbook



Organization

The Frisco Reedy FFA officers are overseen by the FFA advisors and other agriculture teachers, with support by the school administrative office.

There will be a set number of elected chapter officers for the school year. Results for the Frisco Reedy FFA Chapter officer team will be announced near the end of the spring semester at or before the Annual Banquet.

Qualifications:

To participate in the Frisco Reedy FFA officer program, officer candidates must meet the following expectations and requirements.

- ☐ Participated in at least 50 percent of the previous year's chapter activities and competed in one FFA competition
- ☐ Have and Maintain passing grades in all classes.
- ☐ Have and maintain a clean discipline record and attendance record.
- ☐ Have signed and completed application.
- ☐ Attend summer officer retreat & State FFA convention in July. (possible)
- ☐ Complete a test to show knowledge of FFA policies, procedures and general information.
- ☐ Have signed and completed chapter code of ethics on file with advisor.
- ☐ Be a current member of the Frisco Reedy FFA.
- ☐ Go through Chapter Officer Selection process.

Discipline:

All FFA officers will be placed on behavior contracts for any of the offenses listed below. The Chapter officer will be allowed 3 chances to improve behavior with the fourth resulting in a removal from the officer team.

Offenses:

- ☐ Not abiding by the FFA Code of conduct.
- ☐ Not fulfilling the obligations set forth in their officer contract.

Offenses resulting in Immediate Dismissal:

- ☐ Use and/or possession of alcohol or drugs.
- ☐ Use and/ or possession of tobacco.
- ☐ Stealing or possession of stolen goods.
- ☐ Use and/or possession of weapons illegally.
- ☐ Two consecutive grading periods with failing marks.
- ☐ Fighting.

Required Activities:

Each officer will be required to participate in all FFA activities. The descriptions of the activities are as follows.

- ❑ Chapter and Officer Meetings held each month. Unless otherwise deemed unnecessary by the advisors.
- ❑ State, Area & District Conventions
- ❑ Fundraisers.
- ❑ Community Service Projects
- ❑ Chapter Banquet.
- ❑ Any other meeting or activities deemed necessary by the advisors.

Officer Expectations:

1. It is YOUR Organization NOT the Ag Teachers. The Advisors are here to guide you in your endeavors.
2. As an Officer your focus and number one priority, outside of academics, is to serve and meet the needs of your chapter and its members.
3. This is a TEAM, the success or failure is based on the performance as a team not on individual performance.
4. Learn how to work effectively with people who have different viewpoints.
5. Each officer is expected to be a role model, and should set an example for those around them at all times.
6. Each officer is expected and should make every effort to be successful in academics.
7. Conduct yourself in a positive and professional manner at all times. People may be watching, whether you are at school or in social settings outside of school.
8. Be responsible for staying on task and sticking to the meeting agenda.
9. Be courteous and helpful to members and advisors at all times.
10. Be Discreet! Keep problems, business and other things within the group. Communication is a must and it will help maintain a healthy atmosphere within the TEAM.
11. Ask for help when you need it and do not procrastinate.
12. Officers should be early for all events and are expected to have completely set up for the event prior to the start, at least 30 minutes early as well as stay to clean.
13. In the event you are absent or going to miss an event you must tell the advisor via email, text message, or by phone call within 5 days or in case of emergency tell the advisor before the start of the event.
14. Maintain an open line of communication with the advisors.
15. Be enthusiastic and encourage others around you.
16. Always give 100%.
17. Have fun!

Advisors have the right to amend and revise this handbook at anytime. Advisors hold the right to review cases on an individual basis.

President:

Stationed by the rising sun

"The rising sun is a token of a new era in agriculture. If we follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation."

Keeping delicate balance between leading a chapter and encouraging other officers, members, and interested students to take on the leadership responsibilities are the challenges facing the president.

- ✓ Preside over meetings according to accepted rules of parliamentary procedure.
- ✓ Appoint committees and serve on them as ex-officio (non-voting) member.
- ✓ Coordinate the activities of the chapter and evaluate the progress of each division on the Program of Activities.
- ✓ Represent the chapter in public relations and official functions .

Vice President:

Stationed by the plow.

" The plow is a symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our president, whose places beneath the rising sun."

- ✓ Assume all duties of the president if necessary.
- ✓ Develop the Program of Activities (POA) and serve as an ex-officio (non-voting) member of POA committees.
- ✓ Coordinate all committee work.
- ✓ Work closely with the president and advisors to assess progress toward meeting chapter goals.
- ✓ Establish and maintain a chapter resource file.

Secretary:

Stationed by the ear of corn.

"I keep an accurate record of all meeting and correspond with other secretaries wherever corn is grown and FFA members meet."

- ✓ Prepare & post the agenda for each chapter meeting.
- ✓ Prepare and present the minutes of each Chapter meeting.
- ✓ Place all committee reports in the designated area of FFA chapter books.
- ✓ Be responsible for chapter correspondence.
- ✓ Maintain member attendance and activity records and issue membership cards.
- ✓ Keep the POA calendar up to date.
- ✓ Have on hand for each meeting: Chapter secretary's book including all minutes of the previous meeting, copy of Program of Activities including all standing committees and special committees, Official FFA Student Handbook, and copies of the chapter constitution and bylaws.

Treasurer:

Stationed at the emblem of Washington.

"I keep a record of receipts and disbursements, just as Washington kept his farm accounts- carefully and accurately. I encourage thrift among members and strive to build up our financial standings through savings and investments. George Washington was better able to serve his country because he was financially independent."

- ✓ Receive, record and deposit FFA funds and issue receipts.
- ✓ Present monthly treasurers' report at chapter meetings.
- ✓ Collect dues and special assessments.
- ✓ Maintain a neat and accurate FFA chapter Treasurer book or software.
- ✓ Prepare and submit the membership roster to the state and national FFA organization in cooperation with the secretary. Serve as a chairperson of the earning and savings committee.

Reporter:

Stationed by the flag.

"As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to Puerto Rico and from the State of Maine to Hawaii."

- ✓ Plan public information programs with local radio, television, and newspaper and service clubs and make use of other opportunities to tell the FFA story.
- ✓ Release news and information to local and regional news media.
- ✓ Publish a chapter newsletter.
- ✓ Publish a chapter website.
- ✓ Prepare and maintain a chapter scrapbook.
- ✓ Send local stories to area, district, and state reporters.
- ✓ Send articles & photographs to FFA New Horizons and other national/regional publications.
- ✓ Work with local media on radio and television appearances and FFA news.
- ✓ Serve as Chapter photographer.

Sentinel:

Stationed by the door.

"Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the meeting room comfortable and assist the president in maintaining order."

- ✓ Assist the president in maintaining order.
- ✓ Keep the meeting room, chapter equipment and supplies in proper condition.
- ✓ Welcome guests and visitors.
- ✓ Keep meeting room comfortable.
- ✓ Take charge of candidates for degree ceremonies.
- ✓ Assist with special feature and refreshments.

Please sign & return this page to your Advisor:

It is to my agreement that I have read and understand the policies and procedures set forth by the Frisco Reedy FFA Officer Handbook. I understand that they apply to me as an officer and recognize the importance of the guidelines for the benefit of the chapter. I understand that failure to comply with any of the guidelines set forth may result in my removal from the officer team.

Student Signature

Date

I have read and understand the policies and procedures set forth by the Frisco Reedy FFA and that they are applicable to my child being a chapter officer.

Parent/ Guardian Signature

Date

Advisor's Signature

Date