

CHINOOK FFA CHAPTER

OFFICER APPLICATION

Complete the following application
PLEASE TYPE

Name:>_____ **Date:**>_____

Telephone:>_____ **E-Mail:**>_____

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The officer selection process includes selection by a nominating committee which assigns the successful candidate to an office.

1) Which office or offices do you prefer?

2) What do you see as the duties of this office or offices?

3) How important do you believe leadership training is to an FFA Officer?

4) The official manual lists essentials of a successful Chapter. What are two of the essentials and why do you believe these are important?

5) Discuss your own involvement in fundraising this year.

6) Discuss your skills and abilities, which would make you capable of fulfilling the duties of your office. (Public Speaking, parliamentary procedure, word processing, photography.....)

7) What are your individual goals as an FFA member?

8) What are some worthwhile goals the Chinook Chapter should have?

9) What can you do as a Chapter Officer to fulfill the mission of the FFA Organization?

10) How important do you believe the Chapter and State Officers are in serving as positive role models for the other members, Why?

11) Which officers have had the most positive influence on your life? How have they positively impacted your life?

12) Write a brief personal statement telling about yourself; where you have lived, SAE project(s), activities you have participated in, goals... (this information will be used –with your permission- for your bio in the Chapter scrap book and news releases.

Guidelines and Information for the Officer Candidate

Please read carefully and sign at the bottom. Also have your parent sign that they acknowledge your commitment to the FFA as a Chapter Officer.

- I) The FFA Code of Ethics
 - Dressing neatly and appropriately for the occasion.
 - Showing respect for the rights of others and being courteous at all times.
 - Being honest and not taking unfair advantage of others.
 - Refraining from loud, boisterous talk, swearing and other unbecoming conduct.
 - Demonstrating sportsmanship in the show ring, judging contests and meetings, and being modest in winning and generous in defeat.
 - Attending meetings promptly and respecting the opinion of others in discussion.
 - Taking pride in our organization, activities, supervised experience programs, exhibits, and the occupation of agriculture.
 - Sharing with others experiences, and knowledge gained by attending national and state meetings. Strive to establish and enhance my skills through agriculture education in order to enter a successful career.
 - Appreciate and promote diversity in our organization.

- II) Chapter Officers
 - Chapter officers serve a vital function in the FFA organization. They take one of the major leadership roles. They in turn grow from the experience and benefit the Chapter.
 - It should be the goal of every officer to lead by example and encourage other members to participate in Chapter activities.
 - The following are general duties of every officer.
 - i. A genuine desire to be a part of a leadership team.

- ii. A willingness to accept responsibility.
- iii. A sincere desire to work with all Chapter members in meeting their leadership, personal and Chapter goals.
- iv. A commitment to lead by example.
 - v. A knowledge and understanding of the Chapter, State and National FFA constitutions and bylaws.
 - vi. A working knowledge of parliamentary procedure.
 - vii. An ability to memorize their parts in the official ceremonies.
- Specific Duties for Each Office
 - i. President
 1. Preside over 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. Meet with the advisor and secretary before meetings to put together and approve the agenda.
 6. Attend the officer retreat
 - ii. Vice President
 1. Assume duties of the President if needed.
 2. Develop the Program of Activities and serve as an ex-officio (non-voting) member of the POA committees.
 3. Coordinate all committee work.
 4. Report all committee activity to Advisor and President.
 5. Establish and maintain files on activities to be used as reference material.
 6. Attend the officer retreat
 - iii. Secretary
 1. Prepare and post the agenda for each chapter meeting after approval of Advisor.
 2. Prepare and present minutes of each chapter meeting.
 3. Place all committee reports in the proper place in the secretary book.
 4. Have on hand at each meeting the following:

- a. Official FFA Chapter Secretary's Book including minutes of the previous meeting.
 - b. Copy of the Program of Activities including a list of all standing and special committees.
 - c. Official FFA Manual, and Student Handbook.
 - d. Copies of Chapter Constitution and Bylaws.
 - e. The above can be obtained from the Advisor.
5. Attend the officer retreat

iv. Treasurer

1. Receive, record and deposit FFA funds with the Chinook School Business Office.
2. Present monthly treasurer reports at Chapter meetings.
3. Collect dues and special assessments as needed.
4. Maintain and keep an accurate record in the Official Treasure's Book—Book will be ordered and available from the Advisor.
5. Prepare and submit the membership roster and dues to the Montana State FFA Office with the Advisor and Secretary.
6. Keep track of all money-making activities and collection of those funds.
7. Attend the officer retreat

v. Reporter

1. Plan public information programs with the radio, television, news paper, and service clubs when needed to tell about the FFA, inform the public of events and news.
2. Set up and mail the newsletter each month with help from the Advisor, Secretary, FFA Alumni Rep, and Chapter President.
3. Prepare and maintain the Chapter Scrapbook.
4. Send FFA Articles and pictures to the New Horizons, State reporter and local papers.
5. Serve as the Chapter photographer.
6. Attend the officer retreat

vi. Sentinel

1. Assist the president in maintaining order.

2. Keep the meeting room, chapter equipment and supplies in proper order for use.
3. Welcome visitors.
4. Keep the meeting room comfortable.
5. Take charge of candidates in degree ceremonies.
6. Assist with special features and refreshments when needed.
7. Attend the officer retreat

vii. Parliamentarian

1. Serve as a source of parliamentary information at meetings and functions.
2. Develop and post a chart of motions in the meeting room with help of officers and Advisor if needed.
3. Come to each meeting with Roberts Rules of Order.
4. Attend the officer retreat

viii. General Duties of All Officers

1. Attend ALL meetings (chapter and officer)
 - a. Unless written notification is given one day prior
2. Two unexcused absences will result in removal from office
 - a. The executive committee will review removal
3. Fulfill the duties of the office, including state books and monthly reports
4. Arrive for chapter meetings 15 minutes early
5. Adhere to the Code of Ethics
 - a. Will be held accountable by the executive committee

• The FFA Mission Statement

- i. *The FFA Makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agriculture education.*

- The FFA Creed

i. *I believe in the future of agriculture, with a faith born not of words but of deeds - achievements won by the present and past generations of agriculturists; in the promise of better days through better ways, even as the better things we now enjoy have come to us from the struggles of former years.*

I believe that to live and work on a good farm, or to be engaged in other agricultural pursuits, is pleasant as well as challenging; for I know the joys and discomforts of agricultural life and hold an inborn fondness for those associations which, even in hours of discouragement, I cannot deny.

I believe in leadership from ourselves and respect from others. I believe in my own ability to work efficiently and think clearly, with such knowledge and skill as I can secure, and in the ability of progressive agriculturists to serve our own and the public interest in producing and marketing the product of our toil.

I believe in less dependence on begging and more power in bargaining; in the life abundant and enough honest wealth to help make it so--for others as well as myself; in less need for charity and more of it when needed; in being happy myself and playing square with those whose happiness depends upon me.

I believe that American agriculture can and will hold true to the best traditions of our national life and that I can exert an influence in my home and community which will stand solid for my part in that inspiring task.

The creed was written by E. M. Tiffany, and adopted at the 3rd National Convention of the FFA. It was revised at the 38th Convention and the 63rd Convention.

I _____, as a candidate for an office with the Chinook FFA, have read and fully understand the duties and responsibilities of such said officer of the Chinook FFA Chapter. I also acknowledge that all statements written in the application are true and honest to the best of my ability.

Signed- Student: _____ Date: _____

Signed- Parent: _____ Date: _____

Signed- Advisor: _____ Date: _____