

Waller FFA

Officer Team Application

Components

- Interview- 30%
- Completed Officer Application Packet- 20%
- Chapter Member Vote- 20%
- Exam-15%
- Essay- 15%

Officer Team Application Packet

- Application Packets must be completed entirely and turned into Mrs. Barkley no later than **3:00 pm** on **April 8th, 2024**. Incomplete and late applications will not be considered. Mark N/A for anything that doesn't apply to you.

Exam, Essay, Interviews and Speeches

- On **Thursday, April 11th** students will be report to Mrs. Barkley's room right after school to complete the **essay and exam** portion of the officer election process.
- At the FFA Meeting on **Monday April 8th**, Students will give a 1-2 minute speech to the chapter, the chapter will then vote.
- On **Thursday, April 11th**, students will complete the **interview** portion of the officer election process.

| Application Process | Date & Time | Where |
|------------------------|--|-----------------|
| Application packet | DUE: April 8 th by 3:00 PM | Mrs. Barkley's |
| Officer Speech | April 8 th at 6:00 PM (arrive by 5:45) | Small Cafeteria |
| Essay, Exam, Interview | Arrive April 11 th by 3:00 PM | Mrs. Barkley's |

- FFA Manuals and Parliamentary Procedure Guides are available to use as study guides. Please see one of the Waller FFA Advisor's to receive study guides.
- Students will draw numbers to determine the order of interviews.
- **FFA official dress is mandatory throughout the Speech and Interview.**
 - For Girls: Black skirt, black panty hose, white collared blouse, FFA scarf, and black closed toe/closed heel dress shoes. A short heel is recommended.
 - For Boys: Black slacks, black dress shoes/socks, white collared dress shirt, and FFA tie.

Chapter Member Vote

- The chapter member vote will be taken on April 8th at the April Monthly Meeting. Officer candidates will give a 1-2 minute (max) speech to the members. Members will vote for 7 candidates, any vote that does not follow the guidelines presented from the Ag. Teachers, will also be deemed ineligible.
- All current FFA members in good standing with the chapter will be eligible to vote.

Expectations:

- Below, you will find officer expectations and duties. Please read over them carefully. If you have any questions about the expectations and duties, please contact the Waller FFA Advisors for clarification.

Selection:

- ✓ **The officer team will be selected based on 5 criteria: Interview (30%), Completed Officer Application Packet (20%), Chapter Member Vote (20%), Exam (15%), and Essay Questions (15%).**
- ✓ **The FFA Officer Team will consist of only seven officers. The offices will be, in order: President, Vice-President, Secretary, Treasurer, Reporter, Sentinel, and Student Advisor. Officer positions will be determined by the total score ranking of the entire Application process starting with the highest ranking.**
- ✓ **The 2024-2025 FFA Officer Team List results (in alphabetical order) will be posted to the Waller FFA Now website at 3:30 P.M on Friday, April 12th.**

Officer Duties and Expectations

Chapter officers serve a vital role in our organization. The following are general duties expected of all officers:

- Attend all meetings and assist the Ag Teachers and fellow officers with setting up and cleaning up. Arrive early and stay late.
- Attend all officer and executive meetings.
- Attend officer retreats and training sessions/ camps.
- Wear official dress as needed. Wear pants and officer shirt to EVERY monthly meeting.
- Be on time to all activities.
- Know your parts in Official FFA Ceremonies.
- Be committed to your position and work with others on your team.
- Be willing to accept responsibility.
- Have a sincere desire to work with all chapter members in meeting their leadership, personal, and chapter goals.
- Lead by example.
- Have a knowledge and understanding of the chapter, state and national FFA constitutions and bylaws.
- Have a working knowledge of parliamentary procedure.
- Show interest, alertness, and proper attitude by volunteering to do your share of the work.
- Have a good personality, morals, honesty and good manners
 - Live by the *FFA Code of Ethics*.
- Have poise and confidence – Speak up!
- Be patient.
- Give credit where credit is due.
- Devote a part of each school week to your officer duties.
- Carry out all duties of your specific office.
- Be willing to discuss any problems or concerns with the advisors at any time!
- Recruit new members.
- Participate in LDE's, CDE's, Community Service and ALL FFA Activities.

Eligibility and term limitations for local officers shall be as follows

1. Officer candidate must have fulfilled all requirements for the Greenhand degree; must have participated on at least one of the following: Texas FFA L.D.E. or Texas FFA C.D.E., and have an SAE that is fully recorded in the AET Record book.
2. Officer candidates must fill out and return an officer contract to apply and participate in an interview, exam, essay, and chapter vote.
3. The term limit for any member to hold a chapter office will be no more than three years.

President

1. Preside over meetings and the FFA banquet according to accepted rules of parliamentary procedure.
2. Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities. Oversee the completion of the National Chapter Award
3. Represent the chapter in public relations and official functions.
4. Work with officers to determine meeting date and time.
5. Coordinate officer meetings and retreats as needed.
6. Assist other officers in completing their responsibilities.
7. In charge of revisions of the chapter constitution.

Vice President

1. Assume all duties of the president if necessary.
2. Develop the Program of Activities.
3. Coordinate all committee work.
4. Work closely with the president and advisor to assess progress toward meeting chapter goals.
5. Establish and maintain a chapter resource file.
6. Make sure all committees have completed reports after each meeting.
7. Have committee reports available to hand out at the beginning of each FFA meeting so that committee reports may be given.

Secretary

1. Prepare and post the agenda for each chapter meeting.
2. Prepare and present the minutes of each chapter meeting.
3. Place all committee reports in the designated area in the Official FFA Chapter Secretary's Book.
4. Be responsible for chapter correspondence.
5. Maintain member attendance and issue membership cards.
6. Have on hand for each meeting:
 - a. Official FFA Chapter Secretary's Book including minutes of the previous meeting.
 - b. Copy of the Program of Activities including all standing and special committees.
 - c. Official FFA Manual and Student Handbook.
 - d. Copies of the chapter constitution and bylaws.
7. Update the FFA monthly planner and FFA point system.

Treasurer

1. Receive record and deposit FFA funds and issue receipts when possible.
2. Maintain both written and electronic activity balance sheets.
3. Present monthly treasurer's reports at chapter meetings.
4. Maintain a neat and accurate Official FFA Chapter Treasurer's Book.
5. Prepare and submit the membership roster and dues to the National FFA Organization in cooperation with the secretary.
6. Work with the advisor and chapter officers with the FFA chapter budget.
7. Co-Chair the Chapter Finance subcommittee and work with all fundraising activities

Reporter

1. Plan public information programs with 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. Use social media to promote our chapter.
4. Publish a monthly chapter newsletter.
5. Prepare and maintain a chapter scrapbook.
6. Send local stories to section and state reporters.
7. Send articles and photographs to FFA New Horizons and other national and/or regional publications.
8. Work with local media on radio and television appearances and FFA news.
9. Serve as the chapter photographer.
10. Develop the slide show for the FFA banquet
11. Take and develop pictures at all FFA events or activities.

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. In charge of getting ushers and courtesy corps for chapter banquet.
4. Keep the meeting room comfortable.
5. Take charge of candidates for degree ceremonies.
6. Assist with special features and refreshments for meetings.
7. Arrange for 1 guest speaker per semester.
8. Make arrangements for a meeting place for each meeting.
9. Set up the meeting room and clean-up the meeting room for each meeting.



Waller FFA Officer Contract

AS AN FFA OFFICER, I WILL:

- Be dedicated and committed to FFA and the total agricultural education program.
- Be willing to commit the entire year to FFA activities.
- Only allowed to **not** be present at **2 or less** FFA functions throughout the year with prior advisor approval.
- Become knowledgeable of agriculture, agricultural education and the FFA.
- Be willing to take and follow instructions as directed by those responsible for me.
- Forgo all tobacco while involved in official and unofficial FFA activities and at all times refrain from consumption or possession of alcohol or any substance, which is not legal for me to consume or possess.
- Treat all FFA members equally by not favoring one over another.
- Conduct myself in a manner that earns respect without display of superiority.
- Maintain dignity while being personable, concerned and interested in my contacts with others.
- Avoid places or activities which in any way would raise questions as to my moral character or conduct.
- Consider FFA officer activities and school as my primary responsibilities.
- Use wholesome language in all speeches and informal conversation.
- Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers, advisors and other adults.
- Serve as a member of the officer team always maintaining a cooperative attitude.
- Keep myself up-to-date on current items.
- Be professional and be on time.
- Be mindful of the impact that I will have during my year as an officer and always act or behave accordingly.
- Respectfully adhere to board policy and treat all students, teachers and staff with proper deference.

Demerit System for 2024-2025 Waller FFA Officers

| | |
|--|------------|
| Missing an Officer Meeting* | 4 Demerits |
| Missing an FFA Meeting* | 4 Demerits |
| Missing District Camp or State Convention * | 3 Demerits |
| Failure of any class at 6 weeks | 4 Demerits |
| No Fundraiser Involvement | 4 Demerits |
| No CDE Involvement | 4 Demerits |
| No LDE Involvement | 4 Demerits |
| No community service involvement | 2 Demerits |
| Late to any chapter activity | 2 Demerits |
| Not wearing officer shirt and jeans on assigned days and/or meetings | 2 Demerit |
| Missing official dress on assigned days | 2 Demerit |
| Indecorum (ISS, OSS, etc.)** | 4 Demerits |
| Failure to Complete Officer Responsibilities <i>*as outlined in officer application</i> | 4 Demerits |

** indicates the student must have approved prior notice to miss the event in order to be excused. Prior notice is defined by an email sent to Mrs. Barkley a minimum of 7 calendar days prior to the event scheduled; Approval will be deemed by the ag teachers. Missing an event for work is not an excuse.*

***in any situation that an officer receives DAEP, the officer will be immediately dismissed from the team.*

CONSEQUENCES

- 4 Demerits: Officers and officers' parents will be given a written notice and parent will be contacted of probation when an officer reaches 4 demerits.
- 6 Demerits: When an officer reaches 6 demerits or commits an offense that is grounds for immediate removal, that student will be removed from office.

CERTIFICATION

I have read, studied, understand and accept the above provisions. As a Waller FFA Officer, I will carry out my responsibilities in accordance with these statements and understand that I will be warned, suspended or discharged from office by the Waller FFA Advisors if I do not satisfactorily follow these established standards for the Waller FFA chapter officers. Furthermore, I have read and understand the provisions of the student officer job description, and the student officer discipline policy and commit myself to full compliance to these provisions.

Signature

Date

PARENTAL CERTIFICATION

I have reviewed this pledge with my son or daughter, understand all policy provisions, support the Waller FFA Chapter in the enforcement and fulfillment of these policies and all other relevant policies.

Parent/Legal Guardian Signature

Date

Name _____



Waller FFA Officer Application



Current Grade Level:

Student ID #:

Student Phone:

Student Email:

Parent/Guardian Name(s):

Parent/Guardian Phone(s):

Parent/Guardian Emails(s):

Please fill out the following chart: (check all that apply)

| Activities | Freshman Year | Sophomore Year | Junior Year |
|-----------------------------------|---------------|----------------|-------------|
| Leadership Development | | | |
| Invitational LDE | | | |
| District LDE Member | | | |
| Area LDE Member | | | |
| State LDE Member | | | |
| Top Ten State LDE | | | |
| National LDE Member | | | |
| Career Development | | | |
| SALE | | | |
| HLSR | | | |
| Texas A&M Clinic | | | |
| Area CDE Member | | | |
| State CDE Member | | | |
| Top 10 State CDE Member | | | |
| High Point Individual Any Contest | | | |
| National CDE Member | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| FFA Officer | | | |
| Chapter Officer Candidate | | | |
| Elected Chapter Officer | | | |
| District Officer Candidate | | | |
| Elected District officer | | | |
| Area Officer Candidate | | | |
| Elected Area Officer | | | |

| Star and Proficiency Award | | | |
|---|--|--|--|
| Received Star Chapter level | | | |
| Apply for Star District level | | | |
| Apply for Star Area level | | | |
| Apply for Star State level | | | |
| Apply for Proficiency Chapter level | | | |
| Apply for Proficiency District level | | | |
| Apply for Proficiency Area level | | | |
| Apply for Proficiency State level | | | |
| SAEP | | | |
| Exhibited at Waller FFA Ag Show | | | |
| Exhibited at Waller County Fair | | | |
| Exhibited San Antonio | | | |
| Exhibited Ft. Worth | | | |
| Exhibited San Angelo | | | |
| Exhibited State Fair | | | |
| Exhibited Houston | | | |
| Exhibited Star of Texas | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Conventions, Camp, Conference | | | |
| Area Leadership Camp | | | |
| District Convention | | | |
| Area Convention | | | |
| State Convention | | | |
| National Convention | | | |
| Other: | | | |
| Other: | | | |
| Degrees | | | |
| Greenhand Degree | | | |
| Star Chapter Greenhand | | | |
| Chapter Degree | | | |
| Star Chapter Farmer | | | |
| Lone Star Degree | | | |
| Star Chapter Lone Star | | | |
| Community Service and other FFA Activities | | | |
| Trunk-or-Treat | | | |
| Fruit and Meat Fundraiser-\$250 or more | | | |
| Easter Egg-Extravaganza | | | |
| Angel Tree | | | |
| Booster Club Jackpot Show | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| Other Extra-curricular Activities/Jobs Outside FFA Involvement | | | |
| Other: | | | |
| Other: | | | |
| Other: | | | |
| | | | |
| | | | |