

Northwest FFA



Officer & Committee Chair Application & Code of Conduct Policy

Dates to Remember

- Northwest FFA Officer Application and Guidelines due Friday April 23rd- 4:00pm
- Northwest FFA Officer Test and Interview: April 28th – 4:15 -6:00pm Ag Shop
- Northwest FFA Officer Video Speeches (google share): April 23rd by 4:00pm
- Area V FFA Leadership Camp: TBD
- Northwest FFA Officer Retreat: TBD
- FFA State Convention: July 5th - 9th in Fort Worth, Texas
 - INFO COMING SOON

Make sure to read every section of this contract because you will be held accountable for standards and duties!!

OFFICER CONTRACT

Signed Guidelines Due April 23 2021

Contracts must be submitted by April 23, 2021 to Mr. Edenfield no later than 4 pm, to be eligible to participate in any portion of running for Chapter FFA Officer or to be eligible for a committee chair position.

Please hand in application to Mr. Edenfield

Applicants Name: _____

Address: _____ City: _____ Zip: _____

Telephone: _____

Parents Name: _____ Parents Cell # _____

Year in School: _____ Age: _____

Current Degree Held: Greenhand, Chapter FFA, State FFA Degree (Circle One)

Office applying for: Place number on the line for order of preference
(Example: if your first choice for office is Secretary, place a 1 next to Secretary)

Why did you choose your number 1 office?

- _____ President
- _____ Vice President
- _____ Secretary
- _____ Treasurer
- _____ Reporter
- _____ Sentinel

List your leadership qualities that would be a benefit to your chapter:

What have you contributed to Northwest FFA in the previous year(s)? (Committees, helped put, SAE, etc.).

What improvement could you make in the Northwest FFA Chapter and how?

What will be your number one goal as a Chapter Officer?

APPLICATION MUST BE PRINTED IN ITS ENTIRETY.
 YOU AND YOUR PARENT MUST SIGN THE CODE OF CONDUCT.
 YOU MUST TURN THIS INTO MR. EDENFIELD **APRIL 23, 2021** NO LATER THAN **4 PM**.

Northwest FFA Chapter Officer Election Process

Candidate's will be elected according to the following process and scores:

- 25% based on the candidate's application (Due Friday April 23, 2021-4PM)
- 25% based on an interview with a select committee (Wednesday April 28, 2021-4PM)
- 25% based on general knowledge exam (Wednesday April 28, 2021-4PM)
- 25% based on the Northwest FFA Chapter member's votes (Video due Fri.- April 23-4PM)
 - Election speeches are limited to a maximum of 2 minutes.

Grade Check Form (3rd Quarter)

Name: _____ Grade _____

| Period | Teacher | Grade | Teacher Signature | Student Responsibility (Level) |
|--------|---------|-------|-------------------|--------------------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |

(Rate student responsibility 1-10 scale, 1 being worst and 10 the best)

Parent Signature:

My son / daughter is eligible, currently has a 70 average or better in all his / her classes.

Signed: _____ Date _____

Student Signature:

The information given is true and correct, and I am eligible and have at least 75 average or better in all my classes

Signed: _____ Date _____

CODE OF ETHICS

We will conduct ourselves at all times in order to be a credit to our organization, chapter, school and community by:

1. Dressing neatly and appropriately for the occasion.
2. Showing respect for the rights of others and being courteous at all times.
3. Being honest and not taking unfair advantage of others.
4. Respecting the property of others.
5. Refraining from loud, boisterous talk, swearing, and other unbecoming conduct.
6. Demonstrating sportsmanship in the show ring, LDE and CDE contest, and meetings.
7. Being modest in winning and generous in defeat.
8. Attending meetings promptly and respecting the opinion of others in discussion.
9. Taking pride in our organization, activities, supervised experience program, exhibits, and the occupation of agriculture.
10. Sharing with other's experiences and knowledge gained by attending national and state meetings.
11. Striving to establish and enhance my skills through agricultural education in order to enter a successful career.
12. Appreciating and promoting diversity in our organization.

Source: Official FFA Manual, 2012-2013 (p. 20, The FFA Code of Ethics)

Applicant's Signature

Date

Parent/Guardian Signature

Date

FFA Rules and Procedures

DUTIES OF OFFICERS

Chapter officers serve a vital function in the FFA organization. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. The following are general duties expected of all officers.

1. A commitment to a genuine desire to be a part of a leadership team.
2. A willingness to accept responsibility.
3. A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
4. A commitment to lead by example.
5. A knowledge and understanding of the chapter, state and national FFA constitutions and bylaws.
6. A working knowledge of parliamentary procedure.
7. An ability to memorize their parts in the official ceremonies.

Parent/Guardian Signature

Date

Applicant Signature

Date

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 of the Program of Activities or (POA).
- Represent the chapter in public relations and official functions.
- Plans one FFA meeting, one-chapter activity, and the annual banquet.
- Coordinate officer meetings.

THE VICE PRESIDENT

- Assume all duties of the president if necessary.
- Develop the Program of Activities and serve as ex-officio (non - voting) member of the POAcommittees.
- Coordinate all committee work.
- Work closely with the president and advisor to assess progress toward meeting chapter goals.
- Establish and maintain a chapter resource file.
- Plans one FFA meeting and one-chapter activity.

THE SECRETARY

- Prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports in the designated area in the Official FFA Chapter Secretary's Book.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Have on hand for each meeting:
 1. Official FFA Chapter Secretary's Book including minutes of the previous meeting.
 2. Copy of the Program of Activities including all standing and special committees.
 3. Official FFA Manual and Student Handbook.
 4. Copies of the chapter constitution and bylaws.
- Plans one FFA meeting and one-chapter activity.

THE TREASURER

- Present monthly treasurer's reports at chapter meetings.
- Maintain a neat and accurate Official FFA Chapter Treasurer's Book.
- Help advisors maintain accurate records of all FFA fundraisers.
- Plans one FFA meeting and one-chapter activity.

THE REPORTER

- Plan public information programs with local radio, television, 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.
- Send articles and photographs to FFA New Horizons and other publications.
- Work with local media on radio and television appearances and FFA news.
- Serve as the chapter photographer and bring a camera to all FFA Events.
- Establish and maintain a Chapter FFA website.
- Plans one FFA meeting and one-chapter activity.

THE SENTINEL

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Bring paraphernalia to all Chapter Meetings, Banquets, and the Opening and Closing Ceremonies Contest.
- Welcome guests and visitors.
- Keep the meeting room comfortable.
- Take charge of candidates for degree ceremonies.
- Assist with special features and refreshments.
- Plans one FFA meeting and one-chapter activity.

The Historian

- Develop and maintain a scrapbook of memorabilia to record the chapter's history.
- Research and prepare items of significance of the chapter's history.
- Prepare displays of chapter activities and submit stories of former members to the media.
- Assist the reporter in providing photography for chapter needs.

The Parliamentarian

- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at the chapter meetings.
- Serve as a participant or an ex-officio member of the parliamentary procedure team.
- Conduct parliamentary procedure workshops at the chapter level.
- Chair or serve as ex-officio member on the conduct of meeting committee.

REMOVAL OF OFFICER/ COMMITTEE CHAIR CONSEQUENCES

The following will be enforced!!!

The officer team will have a ten-strike rule. Once ten strikes have been accumulated, the officer will be removed from office by an FFA advisor.

Strikes consist of the following:

1. Being late or missing an officer, chapter, and executive meetings.
2. Being late or missing any other FFA Function (Ex. Contest, Barn Clean Ups, Workdays- Etc.)
3. Inappropriate behavior (**setting a poor example to other students i.e. chewing, smoking, drugs, consuming alcohol, etc. or talking about it and any inappropriate behavior on any social media sites**).
4. Failure to carry out assigned responsibilities per officer position.
5. Failure to meet deadlines. (ex: paperwork not turned in on time)
6. Having a failing grade in any class on a report card.
7. Not maintaining, at least, a "B" in all agriculture classes.
8. Breaking the Code of Ethics.
9. Not Attending Officer Leadership Camp @ TAMU-Commerce, Texas in June.
10. Not planning and facilitating a chapter Program of Activities (POA).
11. Not participating in at least one LDE and one CDE contest.
12. Not completing and turning in grade and citizenship report to an Ag teacher at the end of each six weeks grading period.
13. Not owning his/her own official dress. 14. Not being enrolled in an Ag Science class **BOTH SEMESTERS.**
15. Not giving at least one day prior notice to an AG teacher (IN PERSON) when missing ANY event.
16. It is suggested to sell a min. of 15 items in fundraiser.
17. Not planning one FFA meeting and one FFA activity.

Parent Initials _____

Applicant's Initials _____

Immediate Removal from office:

Participation in any illegal activity, such as theft, alcohol, tobacco products, and any substance which is not legal to consume or possess this includes on or off school trips, or violate the FFA Code of Ethics in any way, may result in the officer being immediately removed from office.

A Note from the FFA Advisor:

Parents and Applicants please realize that the Chapter FFA Officers are group of students who are responsible for coordinating and promoting an FFA Program! This is a great opportunity for young people to develop leadership skills and enjoy their high school and FFA experience. These rules are set forth to ensure that the students running for office are truly interested and dedicated to making this the best chapter ever! We work so hard as a team that it requires every officer to be there and to do his or her job. If an officer does not fulfill their office then he or she will be warned, suspended and or discharged from office by the FFA advisors. We strongly encourage all serious FFA members to run and being elected an FFA Officer is committing to a year of service and leadership within the V.R. Northwest FFA chapter. - Mrs. Stockard, Mrs. Bird, and Mr. Pulley

Parent: *I have read this application and support my child in running for office. I also agree with and support the rules set forth by the FFA Advisors and the FFA Code of Ethics. I also understand that my child may be removed from office if my child is found to be in violation of any rules or requirements for chapter officers.*

Parent/Guardian Signature

Date

Applicant Signature

Date

Acceptable process to use if missing an FFA event:

There are no exceptions to this process, we as advisors understand there are times that you may have to be absent from an FFA function:

Reasons for missing an officer meeting, FFA meeting or other FFA function are:

- Tutorials, with a note from the teacher whose tutorials you are attending.
- Other school sponsored activities, with a note from the activity sponsor.
- Sickness with either a doctor's note or absence from school. Parent's notes will not count.

The only way for these exceptions to count, will be you coming to an Ag teacher and telling them the situation a day before any meeting or FFA Event. Word of mouth, phone calls, text messages or email will not justify the reason for missing.

Parent/Guardian Signature

Date

Applicant Signature

Date

Applicant: I have read this application and I agree with and support the rules set forth by the FFA Advisors and the FFA Code of Ethics for Chapter Officers. I also understand that I may be removed from office if I am found to be in violation of any rules or requirements for chapter officers.

In addition, if elected to a chapter FFA office, I will carry out my responsibilities in accordance with all the following statements. I understand that I may be removed from office by the FFA advisors if I do not adhere to these established standards.

I will:

1. Be totally dedicated to the program of Agricultural Education, SAE and the FFA.
2. Be willing to commit the necessary time to chapter officer activities, realizing that your FFA duties are an integral part on the success of the program. This will include a great deal of time away from employment and other school activities. (We will be accommodating as we encourage our members to be involved in multiple extra-curricular activities at EHS)
3. Be willing and able to travel in serving the chapter.
4. Become knowledgeable of the SAE program, the FFA and the many opportunities available in the field of agriculture as well as, keeping up to date on current local and national events.
5. Work diligently through preparation and practice to develop effective public speaking skills and project a desirable image of FFA, at all times.
6. Seek constructive criticism and evaluation of my performance. Constantly evaluate my personality and attitude, making every effort to improve myself.
7. Serve as a member of a TEAM, always maintaining a cooperative attitude.
8. Take and follow instructions from those responsible for me.
9. Complete the goals of the FFA Officer Team.
10. Realize you represent the Northwest FFA Chapter at all times, not just on official business.

Applicant's Signature

Date