

## MANOR FFA OFFICER DUTIES (rev 2015)

### President

- Preside over general membership meetings
- Create meeting agenda's
- Contact chair persons of committees who are discussing at meetings
- **Serve as chairman of Executive Committee meetings (Officer Meetings)**
- Attend and report on FFA activities at Alumni meetings
- **Oversee committee meetings**
- **Report decisions to advisors**
- **Communicate with advisors, officers, committees**
- **Make sure that things that need to be done are getting done by the people below and by committees!**

### Vice President

- Serve as stand in President whenever necessary
- Assist president in preparing monthly agenda for meetings
- Prepare for FFA banquet by visiting sponsors and program chairman
- **Split responsibility with Executive VP and Advisor in overseeing committees and collecting committee report forms**
- **Responsible for Chapter development activities**
- **Update POA for current school year**
- **Complete national chapter application**

### Executive Vice President

- **Split responsibility with VP and Advisor in overseeing committees and collecting report forms**
- **Responsible for Community Development activities**
- Prepare for FFA banquet by visiting sponsors and program chairman
- **Contact advertisers of Lampeter Fair book**
- **In charge of placing all jacket and national supply orders**

### Advisor

- **Split responsibility with VP and Advisor in overseeing committees and collecting report forms**
- **Responsible for Student Development activities**
- **Set up and Run Awards night**
- Creation of the banquet yearbook and FFA webpage.

### Secretary

- **Post minutes in each classroom one week after the monthly meeting.**
- File a copy of the minutes in the secretary's notebook with the official **sign in list**
- Prepare banquet invitations and record responses
- Introduce guest at the annual banquet
- Complete and distribute FFA membership cards

- **Take minutes during officer meetings**
- Assist with summer newsletter
- **Make certain thank you notes are sent by all members**
- Send buyer letters to everyone on list
- **Assist president with development of agenda and post by Thursday before the meeting**
- **Set up a chapter email forwarding list and send reminders and announcements**

#### Treasurers

- Pay bills
- Keep treasurers book and computer up to date
- **Give detailed treasurer's report at each meeting**
- Manage fruit sale
- Prepare and sell banquet tickets
- Deposit money
- **Collect, deposit and record member dues**
- **Develop a chapter budget that can be voted on at the October meeting**
- **Keep budget available so that it can be referenced at meetings**
- Prepare and sell banquet tickets
- **Prepare roster to be sent to county, state and national FFA by October 30<sup>th</sup>**

#### Reporter-

- **Submit weekly article to the Advertiser, Lancaster Farming, Country Folks, and Farmshine**
- Prepare news information ahead of time for the reporter when they come to take pictures
- Inform students and teachers when the reporter will be available for pictures
- Prepare articles for the Manor Message and Above and Beyond (district newsletter)
- Creation of the banquet yearbook and FFA webpage.
- **Send monthly newsletter to parents and alumni highlighting Manor FFA activities, reviews, and upcoming events.**

#### Sentinel

- **Advertise FFA meeting in each classroom 2 weeks prior to next meeting**
- **Organize committee to clean up after meeting**
- Highlight FFA members on honor roll list
- **Highlight FFA members selected as student of the month**
- **Keep monthly calendar of events up to date and posted and given to all officers and FFA members - this includes AET Calendar**
- Responsible for submitting FFA/ag dates to be listed on school calendar

#### Chaplain

- **Send cards to members and FFA friends as needed.**
- **Set up and Run Awards night**
- Send holiday greeting to other FFA chapters
- Prepare prayers for special event including chapter banquets, meals, etc.
- Assist advisor with event planning

#### Parliamentarian

- **Give brief lessons during officer reports at meetings**
- **Set up and Run Awards night**
- Ensure meetings run according to Robert's Rules of Order
- **Assist Advisor with duties**

#### Historian

- **Arrange for someone to attend all activities so that pictures can be taken for scrapbook**
- **Complete chapter scrapbook each month by the end of the following month**
- Make sure pictures taken are labeled on the computer for chapter application