

Officer Positions and Duties:

President: Stationed by the rising sun

“The rising sun is the token of a new era in agriculture. If we will 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.”

Main Duties:

- Keeping the delicate balance between leading a chapter and encouraging other officers, members, and interested students to take on leadership responsibilities is the challenge facing the president.
- Preside over meetings according to accepted rules of parliamentary procedure
 1. Follow an accepted order of business.
 2. Coordinate debate over motions.
 3. Take the vote on motions.
- Appoint committees and serve on them as an ex-officio (non-voting) member.
- Every member should serve on a committee where they can be a viable part of the chapter.
- Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities.
- Represent the chapter in public relations and official functions.

Vice President: Stationed by the plow

“The plow is the 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 place is beneath the rising sun.”

Main Duties:

- Assume all duties of the president if necessary.
- Develop the Program of Activities (POA) and serve as an ex-officio (non-voting) member of the POA committees.
- 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

Secretary: Stationed by the ear of corn.

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

Main Duties:

- Prepare and post the agenda for each chapter meeting (the President should assist in creating the agenda)
- Prepare and present the minutes of each chapter meeting.
 1. Minutes can be typed and e-mailed to members for review.
- Place all committee reports in the designated area in the FFA chapter books.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
 1. Keep track of what members participated in what activities
- Keep the Program of Activities wall chart up-to-date.
- Have on hand for each meeting: Chapter Secretary's Book including minutes of the previous meeting; copy of the Program of Activities including all standing and special committees; Official FFA Manual and the National FFA Student Handbook; 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 the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent.”

Main Duties:

- Receive, record, and deposit FFA funds and issue receipts.
- Present monthly treasurer's reports at chapter meetings.
 1. Report on revenues and expenses of the chapter on a monthly and year-to-date basis.
- Collect dues and special assessments.
- Maintain a neat and accurate FFA Chapter Treasurer Book or software.
- Prepare and submit the membership roster and dues to the State and National FFA Organization in cooperation with the secretary.
- Serve as chairperson of the earnings 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 the Virgin Islands and from the state of Maine to Hawaii.”

Main Duties:

- 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.
 1. Check with news media on what is acceptable news to be posted.
- Publish a chapter newsletter.
 1. A monthly newsletter can help keep members and the community informed on what the chapter is doing and has planned. Publish a chapter website.
- Prepare and maintain a chapter scrapbook.
- Send articles and photographs to FFA New Horizons and other national and/or regional publications.
- Work with local media on radio and television appearances and FFA news. Serve as the 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 room comfortable and assist the president in maintaining order.”

Main Duties:

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

Parliamentarian:

Main Duties:

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

Historian:

Main Duties:

- Develop and maintain a scrapbook of memorabilia in which to record the chapter's history.
- Research and prepare items of significance in 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.

Program of Activities Committee Chair:

Every committee needs a leader, usually called the chair. The chair has the final responsibility for the success of the committee and must work with the members to decide WHAT has to be done, WHO will do it, WHERE it will be done, and WHEN it must be completed. The chair also needs to know and communicate how much authority the committee has. To achieve this, the chair should;

- Have a clear understanding of the goal and authority of the committee.
- Communicate that goal to the members of the committee.
- Schedule meeting times and places, notify members and insist on attendance (a reminder phone call the night before can be valuable).
- Establish an agenda and procedures for the meetings to ensure effective communication. Appoint a committee secretary and ensure that a written record of each meeting is kept and final reports are done as needed.
- Delegate the work to committee members-appoint or elect a secretary or recorder, a treasurer if needed, and establish small groups for specific tasks (sub-committees).
- Set deadlines for the completion of tasks.
- Follow up on the progress of specific tasks.
- Participate in committee discussions and encourage others to do so; be diplomatic: the chairperson's role is to facilitate the group, not dominate it.
- Present reports to the general membership or executive committee.