

**Manor I.S.D.
Manor High School**



FFA Officer Duties



2020-2021

MANOR FFA OFFICERS

All Officers have the responsibility of:

- *assisting each other and working together as an Officer TEAM,*
- *being present at all required functions (unless prior appropriate notice has been given to the advisors),*
- *assist in recruiting active members,*
- *helping to maintain order during meetings,*
- *memorizing their parts in the Opening and Closing Ceremonies,*
- *and acting as an example for other members.*

SPECIFIC OFFICER DUTIES (these are a guideline and may change as needed):

President

- Organize events
- Correspond with ag teachers; plan meetings and agendas with advisors
- Arrange officer meetings and plan agendas with advisors
- Promote Manor FFA teams
- Responsible for actions of officers and members
- Strong enough to keep order during meetings (*even if members are your friends*)
- Preside over meetings according to accepted rules of parliamentary procedure
- Represent the chapter in public relations and official functions

Vice-President

- Assume all duties of the President if necessary
- Work closely with the President and Advisors to assess progress toward meeting chapter goals
- Correspond with ag teachers; plan meetings and agendas with advisors
- Personal responsibility to get needed work accomplished

Secretary

- Work with advisors to prepare and post the agenda for each chapter meeting
- Prepare and present the minutes of each chapter meeting
- Be responsible for chapter correspondence
- Maintain member attendance and activity records with advisors
- Correspond with ag teachers; plan meetings and agendas with advisors

Treasurer

- Present monthly treasurer reports at chapter meetings
- Correspond with ag teachers; plan meetings and agendas with advisors

Reporter

- Release news and information to local and regional news media
- Serve as chapter photographer, and as so, be present at all Manor FFA events
- Correspond with ag teachers; plan meetings and agendas with advisors

Sentinel

- Assist the President in maintaining order (*once again, reprimand members even if they are your friends - nothing can be accomplished without order*)
- Keep the meeting room, chapter equipment and supplies in proper condition
- Welcome guests and visitors
- Keep the meeting room comfortable
- Assist with special features and refreshments
- Be available to pick up food, drinks, etc. for meetings if necessary
- Correspond with ag teachers; plan meetings and agendas with advisors

Student Advisor

- Keep activity calendars up to date with the advisors
- Release news/information as needed
- Correspond with ag teachers; plan meetings and agendas with advisors

Chaplain

- Provide invocation at banquet and other events as needed
- Assist with motivating members to participate in activities
- Correspond with ag teachers; plan meetings and agendas with advisors

Manor FFA Officers are required to perform on a rigorous and continuous basis. Read the following guidelines and decide if you are highly qualified, able, and willing to perform ALL of them. When you are fully convinced that you will, without reservations, be able to carry out the role and responsibility of a Manor FFA Chapter Officer, then and only then submit an application. If any part of the guidelines or duties are not fulfilled, you will be removed from office.

1. Officers must remain dedicated to the Manor FFA Chapter.
2. Officers must dedicate a large amount of time to Manor FFA activities.
3. Officers must become knowledgeable of the agricultural industry and the Manor FFA organization.
4. Officers must maintain passing grades in all subjects at all times.
5. Officers must accept and search out constructive criticism and evaluate their own performance as an officer.
6. Officers must be willing to take and follow instructions of the Manor FFA Advisors.

7. Officers must follow the FFA Code of Ethics in and out of school at all times.
8. In addition to the above stated requirements of the Manor FFA Chapter and its membership, officers must also abide by the Student Code of Conduct as outlined in the M.I.S.D. Student Handbook.
9. If elected, you must be able to attend and participate in all Manor FFA activities unless previous notice is given to an Advisor. These activities include, but are not limited to:
 - the Manor FFA Banquet
 - all chapter meetings
 - all officer meetings
 - all fundraisers
 - Manor FFA Alumni Shrimp Stampede
 - and any other scheduled meetings, recruitment activities, or community service activities.

***Remember, Manor is on
the back of
EVERY FFA Jacket!***

***Every action you take
is a direct reflection
of our chapter.***