



NATIONAL  
FFA ORGANIZATION

## Chapter Officer Responsibilities

*Chapter officers serve a vital function in FFA. 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:*

- A genuine desire to be part of a leadership team.
- A willingness to accept responsibility.
- A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
- A commitment to lead by example.
- Knowledge and understanding of the chapter, state and national FFA constitutions, bylaws and programs.
- A working knowledge of parliamentary procedure.
- The ability to memorize official ceremonies.

*There are specific duties and responsibilities that generally relate directly to each office:*

### President

- Preside over meetings according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as an ex-officio, non-voting member.
- Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
- Represent the chapter in public relations and official functions.

### Vice President

- Assume all duties of the president if necessary.
- Develop the 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.

### 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 secretary's file.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Have on hand for each meeting:
  - The secretary's file
  - Copy of the POA, including all standing and special committees
  - Official FFA Manual and the Official FFA Student Handbook
  - Copy of the chapter constitution and bylaws

### Treasurer

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer reports at chapter meetings.
- Collect dues and special assessments.
- Maintain neat and accurate treasury records.
- Prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary.
- Serve as chairperson of the finance committee.

### **Reporter**

- Serve as chair of the POA public relations committee.
- 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 or website.
- Prepare and maintain a chapter scrapbook.
- Send local stories to area, district and state reporters and to any school publications.
- Send articles and photographs to FFA New Horizons and other national and regional publications and websites.
- Work with local media on radio and television appearances and FFA news.
- Serve as the chapter photographer.

### **Sentinel**

- 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.

### **Advisor**

- Supervise chapter activities year-round.
- Inform prospective students and parents about FFA.
- Instruct students in leadership and personal development.
- Build school and community support for the program.
- Encourage involvement of all chapter members in activities.
- Prepare students for involvement in career development events and leadership programs.

## *Additional Officers a Chapter Might Elect (Optional)*

### **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.

### **Parliamentarian**

- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at 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 meetings committee.

### **Chaplain**

- Present the invocation at banquets and other functions.
- Conduct reflections services at summer camps and conferences.

### **Other Possibilities**

To meet local needs and to expand leadership opportunities, other officers may be designated at the chapter and mini-chapter level. Each officer group should at least have the six parliamentary offices. Further information is available in the Official FFA Student Handbook.