



## Litchfield FFA Officer Application

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Agriculture classes planned for the coming year: \_\_\_\_\_

Please place an X by the office(s) for which you wish to be considered.

President  Vice President  Secretary  Treasurer  Reporter  Sentinel  
 Student Advisor  Historian  Junior FFA Coordinator

**\*\*\* PLEASE NOTE: OFFICERS ARE REQUIRED TO BE AT EVERY REGULAR MEETING AND AT MONTHLY OFFICER MEETINGS\*\*\***

**Please answer the following questions as thoroughly as possible. Attach additional paper if needed.**

1. If you were elected to a chapter office, what would be your main three goals for the chapter?
2. Select one of your personal qualities and explain how it will be of value to the chapter officer team.
3. What other commitments do you have in the year that would compete for your time?
4. What are the most important responsibilities of a chapter officer?
5. List involvement in school/community activities outside the FFA.

6. List at least three ideas for new chapter activities for the upcoming year.

7. List all FFA activities/ CDE's in which you have participated, excluding regular meetings.

8. Communication with FFA members is important, how will you, if elected to be an FFA officer work to improve communication?

9. Part of being an FFA officer is promoting FFA and FFA activities. How would you plan to do this effectively?

10. Why would someone NOT want to join FFA? What would you do about this individually and as a team? What problems will you work to solve in order to increase our membership?

11. What is the biggest challenge facing Litchfield FFA? How would you work to improve this?

12. If you were a type of fruit what type would you be and why?

## **Officer Responsibilities and Duties**

### **President**

- Create agenda with advisor
- In charge of all meetings
- Serve as a leadership example to all members
- Official Chapter Spokesperson

### **Vice President**

- Coordinator of all committees
- Chairman of Program Of Activities (plan for the year)
- Serve as a leadership example to all members

### **Secretary**

- Maintain Secretary's Book / Record Minutes
- Take attendance and meetings
- Develop Chapter Newsletter at least 2 times per year (Fall and Spring)
- Update bulletin board quarterly, more if needed

### **Treasurer**

- Collect dues and write receipts
- Assist in organizing fundraiser
- Provide Treasurers Report

### **Reporter**

- Write News Releases for Independent Review when needed
- Develop Chapter Newsletter at least 2 times per year (Fall and Spring)
- Take pictures and in charge of camera
- Write invitations and thank yous
- Update display case monthly

### **Sentinel**

- Organize meeting room
- Set up paraphernalia
- Pick up food prior to meetings
- In charge of cleaning up meeting room after meeting
- Greet guests to meetings and other Litchfield FFA events

### **Historian**

- Help reporter take pictures
- Develop Chapter Scrapbook

### **Student Advisor**

- Assist advisor and other FFA officers when and where needed

### **Junior FFA Coordinator**

- Help keep 8th grade membership up to date on chapter events
- Encourage 8th grade members to participate

### **All Officers**

- Attend Peanut Butter and Milk activities
- Act as advocates and promote Litchfield Agriculture Department and the FFA program
- Participate in contests
- Attend all meetings including the summer officer retreat
- Be in communication with advisor on a weekly basis
- Be enrolled, at least part time at Litchfield High School
- Take pictures of FFA events and forward them to the Reporter and Historian

I have thoroughly read, studied, and understand this application. I have discussed it with my parents and advisor. I wish to be considered a candidate for a chapter officer position and if elected, will do my best in representing the Litchfield FFA Chapter. I further understand that the Advisor may remove me from office at any time, if I miss more than **two regular chapter meetings** without prior approval and/or do not completely adhere to the established standards for Chapter Officers.

Candidate's signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_

**\*\*\* Turn completed application in to Mr. Cole by April 5, 2016\*\*\***

## **2016 Litchfield FFA Officer Election Procedure**

1. All officer candidates **must** fill out an application.
2. Fill out the application to the best of your ability
3. Be sure have the required signatures
4. Turn application into Mr. Cole by April 5th, 3:05pm
  - a. These applications will be copied and handed out to FFA member who wish to read through them
5. Give a short speech at the April meeting
6. Answer questions from the audience as asked
7. Vote will be taken
8. Vote will be tallied by Mr. Cole and an FFA member, there will be a runoff between the top two vote getters, the elected candidates will be the ones who receive the most votes.
9. Results will be announced
10. Candidates may drop down for other offices
11. New officers will be installed at the Chapter FFA banquet in May