

# Kentucky FFA State Officer Candidate Handbook 2025



**KENTUCKY**  

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**FFA ASSOCIATION**

## Introduction

Each year the Kentucky FFA Association selects a team of individuals to represent the association as state FFA officers. Throughout the year, these state officers wear a variety of hats. They are elected officials expected to represent the student membership in their words, actions, and leadership. They teach workshops focusing on teamwork and leadership to FFA chapters. They are motivational speakers who provide inspiration to members and stakeholders. They are communicators and public relation representatives for the FFA, building positive relationships across the state. They are teammates to each other and to FFA state staff. They are learners, eager to grow and fulfill their responsibilities.

The work of a state officer is much more than what most people realize. Past state officers have compared the experience to having a full-time job while going to school. State officers must be able to utilize their strengths, improve upon their weaknesses, manage themselves, and maintain a clear vision in order to properly execute the duties of their office. Their year of service is a true embodiment of 'Living to Serve.'

This handbook has been designed to provide a resource for those individuals desiring to one day serve as a Kentucky FFA State Officer. All information should be read and understood, and the individual must be willing to commit to the guidelines contained within. If after studying this handbook, you feel up to the job, then you may have what it takes to be a state officer. Best of luck in your pursuit of this challenging, yet extremely rewarding experience.

Any questions about state office or the selection process should be directed to Kentucky FFA Executive Secretary, Matt Chaliff ([matt.chaliff@education.ky.gov](mailto:matt.chaliff@education.ky.gov)) or Kentucky FFA State Advisor, Kristan Wright ([Kristan.wright@education.ky.gov](mailto:Kristan.wright@education.ky.gov))

*Far better it is to dare mighty things, to win glorious triumphs, even though checkered by failure, than to take rank with those poor spirits who neither enjoy nor suffer much, because they live the gray twilight that knows neither victory nor defeat.*

**Theodore Roosevelt**

# State FFA Officer Expectations

*State FFA Officers are asked to perform a variety of tasks during their year of service. The list below is intended to give Candidates a general idea of expectations through the year.*

## **Daily**

- Read and respond to text messages (personal and group) from team mates, state staff, etc.
- Read and respond to email
  - ALL emails will receive a response in 1-2 business days
  - If email is a request for travel, the officer will complete the travel request process, mark travel on their calendar, and respond to request following approval, etc.

## **Weekly**

- Check calendar for upcoming events and prepare as necessary
- Send necessary thank you notes/emails
- Complete any social media posts from the previous week as needed

## **As Needed**

- Chapter Visits
  - Complete travel approval two weeks prior
  - Appropriately prepare for visits
    - Prepare speech in advance (submit to Staff Coach one week in advance for feedback)
    - Prepare workshop in advance
    - Purchase necessary supplies
    - Check directions
    - Double check time, dress, and other expectations with the advisor or member who made the initial contact.
  - Take pictures and share on personal social media- share with social media coordinator as appropriate
- Foundation Events
  - Read any preparation materials provided by Foundation staff
  - Complete any needed preparation
  - Complete any necessary follow up including thank you notes

- Regional Events
  - Prepare greetings speech for regional contest days and delegate meeting (submit to Staff Coach one week in advance for feedback)
  - Prepare more in depth speech for regional banquet (submit to Staff Coach one week in advance for feedback)
  - Communicate with regional KAAE Chair or home advisor about expectations prior to all events

### **Trainings**

- Attend all parts of all State Officer trainings as listed in State Officer Dates document shared on kyffa.org by March 1 each year.
  - Any exceptions must be pre-approved by the Executive Secretary prior to running for State Office
  - Trainings will include:
    - Base Camp- mid June (approximately 8 days)
    - State Officer Summit- mid July (5 days)
    - Check Point- late July/early August (5-6 days)
  - Officers will likely be flying to the State Officer Summit, so Candidates must secure a Real ID prior to July 1.

### **Meetings, Conferences, and Conventions**

- Attend all of the following events. Dates will be shared by State Staff as soon as available. Any exceptions must be pre-approved by Executive Secretary
  - Kentucky State Fair
  - Rising Sun Conference
  - National FFA Convention
  - December Convention Planning Meeting
  - Industry Tours
  - March/April Convention Planning Meeting
  - State Officer Retreat

### **State FFA Convention**

- Complete all assignments for the State FFA Convention by published dates. This includes but is not limited to:
  - Scripts for sessions, reports, and/or retiring addresses
  - Scripts for meal functions and other special events
  - Regular (2-3 day maximum) responses to comments and suggestions related to above items
  - Regular feedback to team mate for any joint presentations (2-2 day maximum response time)
- Arrive at Convention with all parts memorized and rehearsed
- Arrive at Convention well rested and prepared for success
- Attend Convention Saturday-Thursday

## **General Expectations**

- Grooming
  - Be well groomed at all times when representing Kentucky FFA. This includes a fresh haircut and clean shave for males.
  - All officers should maintain professional haircuts, grooming, jewelry, etc.
  - Clothing must be clean and neat at all times.
  - More complete directions are in State Officer Handbook
- Dress
  - Dress as directed by State Staff or meeting host.
  - More complete directions are in State Officer Handbook
- Punctuality
  - Arrive at least 15 minutes prior to all scheduled events.
  - Stay at event through conclusion unless prior approval is received.
  - Notify event host and Executive Secretary of any circumstances that may lead to late arrival or if there is a need to reschedule.
- Professionalism
  - Demonstrate professionalism throughout events, including appropriate language, behavior, and attitude.
  - No use of questionable language, jokes, vulgarities, etc.

## **Officer Position Specific Assignments and Expectations**

### **President**

- Serve as a non-voting member of the Kentucky State Fair Board
  - Respond to correspondence in a timely manner (1-2 business days)
  - Attend a minimum of five State Fair Board meetings throughout the year
- Serve as a member of the Kentucky FFA Foundation Board of Trustees
  - Attend meetings in August, November, and February
  - Complete committee work as requested by the Board Chair and Executive Director
- Serve as a member of the FFA Leadership Training Center Advisory Committee
  - Attend meetings in September and March

### **Vice President**

- Serve as a member of the FFA Alumni and Supporters Council

### **Secretary**

- Keep a record of any officer meetings at which State Staff is not present and share record with team mates and State Staff following the meeting

### **Reporter**

- Serve as a liaison between the officer team and social media staff

## Appropriate Contact with FFA Members

State FFA Officers are in a position of authority with FFA members. It should also be noted that State Officers are at least one and usually several years older than FFA members. For these reasons it is critical that all interactions with FFA members be strictly professional in nature and above question or reproach.

- A State Officer may not enter into a romantic relationship with an FFA member who is under the age of 18. (*Officers who were in a romantic relationship with a member prior to election may maintain that relationship. However, the relationship may not negatively impact their service. The Executive Secretary must be notified of any such relationships upon election.*)
- A State Officer may not be alone with an FFA member in a closed or secluded setting. If a private meeting is needed, this can be accomplished in a restaurant, open area such as a park, or the corner of a public space such as a high school cafeteria.
- Any contact between a State Officer and an FFA member through means of text or social media shall be strictly professional in nature.
- It is understood that FFA members may contact officers to share personal information. Such conversations may take place provided that the officer remembers that the conversation may be made public and that the conversation is for the ultimate benefit of the member. If a member discloses information related to illegal activity, intention to harm themselves, etc. the State Officer is required to report this to the appropriate authorities.
- A State Officer may not enter the residence or hotel room of an FFA member alone at any time. A State Officer may not invite an FFA member to enter their residence or hotel room alone at any time.

# State FFA Officer Roles, Competencies, and Responsibilities

*To show your true ability is always, in a sense, to surpass the limits of your ability, to go a little beyond them: to dare, to seek, to invent; it is at such a moment that new talents are revealed, discovered, and realized.*

***Simone de Beauvoir***

## **The Job of Being a State Officer**

The primary responsibility of a state officer is to serve the association in local, regional, state, and national activities in a way that will inform, motivate and inspire FFA members, advisors, teachers and others to achieve the mission, strategies and core goals of the state association and national organization.

### **State Officer Job Description**

Being elected to state FFA office is making a commitment to service that is unique to most student organizations. In addition to serving and representing more than 20,000 FFA members, you will represent the image and direction of the association to teachers, state staff, teacher educators, agriculture executives, government leaders, the media and the general public. You will also be a teammate to eleven other officers and a co-worker to the agricultural education state staff.

### **A Year with High Expectations**

As an officer, you will have many expectations put upon you for how to conduct yourself and how to work. It requires unquestionable integrity, consummate professionalism, and an immense amount of responsibility. High expectations will be held for you on your appearance, behavior, and communication.

### **A Year of Growth**

If you are running for state office, it is fair to assume personal growth has been a contributor in your FFA career. Undoubtedly, you are not the same person today that you were when you first joined this organization. The year of an officer is one marked by incredible personal growth. You will be pushed, challenged, and stretched far beyond your comfort zone. You will be expected to become your absolute best, as you strive to serve our association and its members.

Serving as a state officer is a once in a lifetime opportunity. If blessed with this opportunity, you will find the year to be a remarkable one with many unforgettable moments. While your year has the potential to be many things, there are three things it must be for you to get the most out of it. It must be a year of service, a year of meeting and exceeding high expectations, and a year of growth. Among many other expectations, these three will remain constant.





## Job Qualification/Competencies Required

**Degree:** Candidates must hold the State FFA Degree at the time of election.

**Membership:** State Officers must be an active member during their year of service. Additionally, at the time of running for state office, a candidate must be a graduating senior or have already graduated from high school.

**Competencies:** The following is a listing of the essential competencies required for serving as a state FFA officer. The officer selection process is designed to screen candidates to find those who demonstrate these competencies consistently.

Communication - Demonstrates the effective use of various forms of communication, i.e., non-verbal, listening, written, speaking and facilitation to convey a message in both large and one-on-one settings.

Team Player - Demonstrates the ability to work in a team setting, values diversity of opinion, and works to be inclusive in the process, and is willing to put others above self.

Areas of Knowledge - Demonstrate the ability to articulate the systemic nature of food, fiber, agricultural, and natural resources issues, FFA and education issues.

Character - Displays a disposition that is genuine, responsible, honest, mature, confident, respectful and has a positive outlook on life.

Influence - Demonstrates the ability to influence others through modeling expectations, building relationships, and growing the state association and organization.

## **Communication**

*Demonstrates the effective use of various forms of communication, i.e., non-verbal, listening, written, speaking and facilitation to convey a message in both large and one-on-one settings.*

### ***Competency Builders***

**Demonstrates non-verbal skills when communicating with others** - *Uses appropriate tone; gives full attention (eye contact); refrains from distracting mannerisms; uses effective and purposeful gestures (hand signals, facial expressions, body language).*

**Display listening skills when talking to others** - *Recalls information; is attentive; utilizes appropriate wait times; listens for understanding; finds connections in the conversation.*

**Demonstrate writing skills when communicating with others** - *Uses correct spelling and grammar; delivers a clear and concise message; uses various forms of written communication appropriately (including formal letters, thank-you notes and emails); varies writing style based on audience.*

**Demonstrate speaking skills in a variety of settings (including classrooms, board rooms, auditorium, arena, small groups, and one-on-one) and audiences (including business/industry, parents, school officials, FFA members, elementary and secondary students)**

**Demonstrate facilitation skills in a workshop setting\*** - *Accommodates different learning styles through various teaching techniques (including lecture, demonstration, hands-on activity, problem solving); seeks to make the experience meaningful and enjoyable; gauges student understanding and readiness throughout the workshop and addresses it appropriately; utilizes effective format in creating a delivering a facilitation outline (i.e., National FFA Magic Formula for Presentations, Instructional Plan Outline, etc.), and uses transitions appropriately.*

\*Facilitation of workshops is not a skill FFA members are expected to have developed while in high school. After their election, state officers are trained by the National FFA Organization in how to properly develop and facilitate workshops. As such, the '*Demonstrate facilitation skills in a workshop setting*' builder of this competency is not evaluated during the state officer selection process. It is simply listed here to show that this is a skill that a state officer will need during their year of service.

## **Team Player**

*Demonstrates the ability to work in a team setting, values diversity of opinion, and works to be inclusive in the process, and is willing to put others above self.*

## **Competency Builders**

**Demonstrate the ability to work in a team pursuing a common goal** - *Easily transitions between leader and follower role; seeks to be a positive influence in group; is aware of personality styles; and successfully manages team dynamic.*

**Demonstrate the acceptance of differing viewpoints during a group or individual interactions** - *Fosters a safe and open environment; values diversity of opinion; and shows respect and empathy toward others.*

**Demonstrate the ability to put team before self** - *Empowers others; displays a spirit of humility; shares success with team members; and assumes responsibility for undesirable outcomes.*

## **Areas of Knowledge**

*Demonstrate the ability to articulate the systemic nature of food, fiber, agricultural, and natural resources issues, FFA and education issues.*

## **Competency Builders**

**Demonstrate knowledge of the food, fiber, agricultural, and natural resources industries and their current issues** - *Ability to connect facts and issues and articulate how they impact agriculture locally and globally; discuss key and emerging trends with related statistics; passes along knowledge of the career opportunities through agricultural career pathway (as outlined by the Kentucky Department of Education); articulate the primary components of the integrated food chain from production to consumption.*

**Demonstrate knowledge of the FFA and its current issues** - *Ability to connect facts and issues and articulate how they impact FFA on a local, state and national level; discuss key and emerging FFA issues with related statistics; recall historic FFA events and understand their significance; recite and explain the FFA mission; demonstrates comprehensive understanding of the opportunities available within FFA; explain the organizational structure of FFA and its partner organizations; promote the organizations ability to develop and to foster leaders for the industry of agriculture.*

**Demonstrate knowledge of Kentucky and America's Education system and its current issues** - *Can articulate the role of FFA as an intra-curricular component of agricultural education; and understands the relationship between FFA and the Kentucky Department of Education career and technical education, federal funding and the issues connecting them. Can relate the importance of the state accountability system to efforts in place in the agricultural classroom and in FFA activities.*

## **Character**

*Displays a disposition that is genuine, responsible, honest, mature, confident, respectful and has a positive outlook on life.*

## **Competency Builders**

**Displays reliability, integrity, and trust among others** - *Does the right thing, even when it causes discomfort; takes responsibility for his/her actions; does what he/she commits to and more.*

**Displays adaptable and flexible characteristics** - *Reacts well to changes; adjusts to new situations confidently.*

**Displays a positive attitude** - *Approachable and engages in conversation; demonstrates an optimistic attitude; has an enjoyable presence about them.*

**Sincerity and compassion** - *Demonstrates the genuine welfare of others; communicates true self with tact (passion or vulnerabilities).*

**Maturity** - *Demonstrates an appropriate demeanor for the situation; uses mature language and mannerisms; demonstrates patience and self-control.*

**Coachable, life-long learning** - *Seeks constructive feedback and uses in proactive manner.*

**Work ethic** - *Demonstrates a sense of ownership; demonstrates a strong desire/drive for completion on all projects regardless of the circumstances.*

## **Influence**

*Demonstrates the ability to influence others through modeling expectations, building relationships, and growing the state association and organization.*

## **Competency Builders**

**Supports and motivates FFA members and partners** - *Communicates the value of being a member and the opportunities available in FFA; demonstrates support of individuals and groups through recognition, awards, letters and personal notes.*

**Serves as a mentor and coach to others** - *Generate ideas for professional improvement for members and officers, serves as a role model.*

**Committed to member representation** - *Carefully weighs impact of decisions on FFA and its members; isn't afraid to make tough decisions for the good of the association.*

**Builds Relationships** - *Employs strategies to learn about others; attempts to ask questions; shows enthusiasm; engages others; and finds common ground with others.*

## **Essential Functions of Kentucky FFA State Officers**

- Participate in state officer training, orientation, continual self-improvement and evaluation of activities as required.
- Attending all meetings of the FFA officer team, as well as meetings of other agricultural education organizations.
- Make visits to business and industry in cooperation with the Kentucky FFA Foundation.
- Participate in chapter activities as requested, to include facilitation of workshops, giving speeches, and meeting members.
- Attending the Kentucky FFA Leadership Training Center to serve as a workshop facilitator, interact with members, prepare nightly comments for sessions, and other duties as assigned.
- Plan and conduct the Rising Sun Conference.
- Serve as a delegate to the National FFA Convention including serving as a member of assigned committees and conducting the work of the Organization.
- Plan and execute the annual state FFA convention.
- Attend officer home visits to plan for upcoming events of the association.
- Attend regional events to perform all duties expected of a state officer at such functions.
- Author and co-author articles for print and online publications hosted by the Kentucky FFA Association and other participating organizations.
- Stay up to date on agriculture and agricultural education facts and issues.
- Develop positive relationships with FFA members, advisors, supporters, and the public.
- Develop and exercise awareness and sensitivity for the diverse geographic, ethnic, and cultural groups represented in FFA membership and the general student population.
- Keep up to date on all correspondence.

*The preceding examples are representative of the assignments performed by this position and are not intended to be all-inclusive.*



## Officer Experience at a Glance

*The following activities will consume most the state officers' year of service. Adequate time must be allowed for preparation, evaluation, self-improvement, relationships, rejuvenation and team building.*

Base Camp and Facilitation Training	June 18-25	Lexington
FFA Camp	June 30-July 4 July 7-11 July 21-25	Four officers attend each week
State Officer Summit	July 14-18	Washington D.C.
Check Point Training	July 31-Aug 5	Frankfort/Louisville
Kentucky State Fair	August 11-24	3-5 days, based on school schedule
Rising Sun Conference	September 12-13	FFA LTC
Blue and Gold Gala	September 6	Louisville
National FFA Convention	October 21-Nov. 1	Indianapolis
State Convention Planning	December	Location and Date TBD
FFA Foundation Industry Visits	January	Locations and Date TBD
National FFA Week	February 21-28	Various locations
Regional FFA Days	Feb-April	Dates and Locations set by regions
State Convention Planning	March/April	Location and Date TBD
Chapter workshops and activities	Year Long	As requested by chapters
Chapter Banquets	February-May	As requested by chapters
Representation at meetings/conferences	Year Long	As required
Officer Home Visits	Year Long	2 days each – determined by team
Officer Retreat	Mid-May	2 days - Natural Bridge State Park
State FFA Convention	June 6-11	Lexington

*Being an officer involves a commitment to tasks not listed here as well. For example, when officers are not on official business, they are maintaining their academic requirements. They are also expected to stay up to date by checking and replying to email; calling contacts to schedule and prepare for the next set of events; maintaining finances; scheduling travel; and keeping up with correspondence. Being an officer means being available throughout the entire year and that includes "home office time" as well as a large commitment to working on behalf of the Association.*

## Student Officers

During their service, state officers are typically also attending college. This adds an additional level of responsibility to the life of an officer. It is crucial that officers discover a workable balance between the demands of attending school and doing the work of the association. Failure to find this balance results in an officer struggling in both their educational and FFA responsibilities.

Because of the rigorous demands of state office, it is recommended that much thought be put into the classes taken and the scheduling of those classes during the year of service. At some point during the year, an officer **will** miss class to perform FFA responsibilities. Most notably, the National FFA Convention will require an officer to miss an entire week of classes and chapter visits will occur during normal school hours throughout the year. Planning and informing professors are vital for the officer to be able to make these arrangements work and not be penalized.

Upon election, officers should consult with their academic advisor and professors to inform them of the requirements of state office. At times it may be in the best interest of the officer to hold off on taking some classes after their year of service so they will not struggle in more advanced courses later. Universities with agriculture programs typically work well with officers and can ensure the disruption is minimal. Upon request, the Executive Secretary can provide a letter to professors explaining the role of a state officer.

Careful consideration should also be paid to the course load taken during a semester. Taking 18 hours in a semester while serving as an officer is almost always guaranteed to lead to disaster. Even if classes are only missed occasionally, the amount of after school hours for traveling and planning for FFA events makes time for studying precious and, at times, limited. It is highly recommended that officer candidates consult current/former state officers from the school they plan on attending to get a “feel” for the best way to approach school and state office.

**Above all, officers are students first.** Academics should be a priority and missing class should occur only in a “must do” situation. Many officers find it beneficial to work out a class schedule that allows for one or two “free days” during the week (i.e., taking classes only on Mondays, Wednesdays, and Fridays so that Tuesday and Thursday can be used for studying, chapter visits, preparing speeches and workshops).

Remember that staying ahead of the game is much easier than trying to play catch-up for an entire semester. Organization, time management, and focus must be a daily part of an officer’s life.

## State Officer Commitment

*All state officer candidates must complete the state officer commitment form by securing all signatures and submitting it as part of their completed application. Upon election, state officers will sign the commitment form again in the presence of state staff and their fellow officers.*

If elected a state FFA Officer, during my year of service, I pledge that I will:

- Be committed to the Kentucky FFA Association and willing to dedicate the time necessary to be an effective State FFA Officer.
  - Attending all state officer training activities.
  - Serve the needs of FFA chapters and regions.
  - Complete all correspondence in a timely and professional manner.
  - Be willing to take and follow instructions.
  - Be willing and able to travel as required in serving the Kentucky FFA Association.
  - Serve as a member of the team, always maintain a cooperative attitude.
  - Complete all duties as outlined in the Officer Candidate Handbook.
  
- Exhibit a commitment to personal and professional growth.
  - Seek out and utilize constructive criticism.
  - Keep up to date on current events.
  - Protect personal health and safety.
  - Engage in personal reflection and goal setting.
  - Continually develop effective public speaking skills.
  - Have a working knowledge of agriculture, agricultural education, FFA and education systems.
  
- Represent Kentucky FFA in a positive light.
  - Use appropriate language in all speeches, conversations, and online interactions.
  - Always forego alcohol and illegal substances during the year of service.
  - Maintain professional appearance for all occasions.
  - Avoid places or events that could raise questions about moral character or conduct.
  - Ensure that online presence and interactions are professional and appropriate.
  
- Create an environment where all feel welcome and included.
  - Value the contributions of individuals from diverse backgrounds.
  - Treat all FFA members equally.
  - Carry on meaningful and appropriate conversations with individuals of all ages and backgrounds.

# Understanding and Preparing for the Selection Process

## Resources

To provide support to those members interested in running for state office, there are a series of resources available. It is recommended that members take time to review these items well in advance of running for the regional nomination. By utilizing these resources, a member will be better aware of what it means to be a state officer.

### The Candidate Handbook

This handbook is the perfect place to start if you are thinking about seeking state office. Aside from providing a basic overview, it also lays out the expectations in terms of time and energy required for an officer. Please pay special attention to the dates required – if chosen, your summer will be full of training and travel as a state officer.

### Knowing Yourself

Quality candidates must first understand themselves. Section One of the State Officer Candidate Resources focuses on helping individuals do some self-reflection about their motivations and skills. There is also a resource that will allow other individuals to provide their perspective. [Click here to access the Section 1 resources.](#)

### The Five Competencies

While this handbook defines the five competencies used in selecting state officers, it doesn't dive deep into those talents. Section 2 of SOCR is all about the five competencies. Each one is highlighted along with reading material, videos, and other items to help members understand the competency and develop their level of mastery related to it. [Click here to access the Section 2 resources.](#)

### Tips on Interviewing and Understanding the State Selection Process

The last section of SOCR is about interviewing. The state process uses behavior-based questions, which are further explained in this section. There are also general interview tips, details about how a decision is made by the nominating committee, and some of the myths about the selection process. [Click here to access the Section 3 resources.](#)

*Many of the linked documents contain external links. If you discover a broken link, please email [matt.chaliff@education.ky.gov](mailto:matt.chaliff@education.ky.gov).*

# Selection Process for Kentucky FFA State Officers

*Character cannot be developed in ease and quiet. Only through experience of trial and suffering can the soul be strengthened, vision cleared, ambition inspired, and success achieved.*

*Helen Keller*

*Article VIII of the Kentucky FFA Constitution outlines the officers of the Association and the means by which they are selected.*

## **Chapter and Regional Nomination**

Each chapter may nominate one candidate to represent the chapter at the annual selection of the state officer candidates. Specific processes for selecting the chapter representative are to be determined by the chapter and outlined in the chapter's constitution and bylaws which are not in conflict with state or national requirements.

Among the chapter candidates presented to the regional delegates during a called meeting, two candidates will be chosen to represent the region at the State FFA Convention. Each region will adopt a process by which the two candidates are selected. This may include, but is not limited to, a written application, interview, and prepared speech. The protocol used in a region must be followed as described in the regional constitution and bylaws.

After the nomination of candidates has occurred at the regional level, the names of those candidates will be forwarded to the FFA Executive Secretary. Applications must be mailed to the Executive Secretary by the stated date and be complete at time of receipt.

If a candidate nominated from a region decides not to pursue state office prior to May 15<sup>th</sup>, they will be replaced by the candidate who received the third most votes from the regional selection process. Per action by the Kentucky Association of Agricultural Educators, in the event a candidate for state office decides not to run for office and makes this decision known to state staff after May 15<sup>th</sup>, there will not be a replacement candidate named.

When only one candidate is nominated for state office from a region, the candidate must meet all qualifications and participate in all facets of the state selection process. If the candidate does not meet the above, the nominating committee will not nominate the candidate to state office, thus no officer will be represented from that region.

## **Nominating Committee**

Each region may nominate one member to serve as their representative on the State Officer Nominating Committee. One member may additionally be selected to serve as an alternate. These members must be receiving the state FFA degree and not be from a chapter that has a state officer candidate. In the event a region does not nominate a committee representative, or the nominee does not meet the qualifications, the region will not have representation on the committee.

The chair of the nominating committee shall be the immediate past state president. At least one adult consultant will also work with the nominating committee during the selection process.



## **State Officer Candidate Application**

Each candidate selected by their region to run for state office must submit a completed application to the Kentucky FFA Executive Secretary. The application must be submitted electronically by May 15<sup>th</sup>.

The application will be sent to all teachers of agriculture in February. Once regional candidates have been selected, the advisor should supply the candidate with the application.

### ***The application consists of six parts:***

1. Candidate Information – Basic contact information as well as information to be used for press releases upon election.
2. Letter of Application – Briefly outlines the candidate’s experiences and interests in becoming a state FFA officer.
3. Resume – Summary of academic, leadership, and work experiences that convey a candidate’s readiness to take on the challenges of state office.
4. SAE Information – Brief overview of the Supervised Agriculture Experience program of the candidate, taken from records in AET.
5. Officer Commitment Form – Agreement by candidate to follow the guiding principles and procedures of state officers. Also contains the signatures of a parent/guardian, FFA advisor, and school administrator.
6. Photograph – Provided to the nominating committee to assist in deliberations and may be used for promotional purposes prior to state convention.

A guidance document about completing the application will be provided to the candidate by their chapter advisor.

The application is not scored as part of the selection process. It does, however, provide the committee with insight into the candidate’s experiences.

## **Candidate Orientation**

There will be an orientation meeting held via a virtual meeting platform in May. The exact date and time will be communicated to all candidates. Candidates will receive a link to the meeting via email. During this meeting, candidates will be briefed on the selection process and will be able to ask questions. This meeting is not mandatory, but candidates are highly encouraged to attend if possible. The meeting will be recorded and posted where it can be accessed for those unable to attend at the time of recording.

## **Candidate Lodging and Meals**

The Kentucky FFA will provide up to 2 nights of lodging for officer candidates on Sunday and Monday night prior to the start of convention. Upon check in on Sunday, the candidate will receive their room assignments. Two candidates will be housed in each hotel room.

Candidates may not make charges to the rooms and will be responsible for any fees assessed due to damage to the hotel room.

The Kentucky FFA will provide meals or vouchers for meals for officer candidates from dinner on Sunday through dinner on Monday. Candidates are welcome to bring snacks to the convention or money to purchase additional food as desired. Candidates may also be invited to attend other meal functions during the convention.

## **Selection Components**

The selection process consists of one written component as well as a series of interview rounds. All candidates will complete all components of the selection process.

### **Knowledge Examination**

State officers must consistently demonstrate a command of key issues related to agriculture, FFA, and the education system. While some of this knowledge may be demonstrated by asking quality questions and carrying on informed conversations rather than “knowing facts,” it is still important that officers come in with a base understanding of core issues and facts related to these three areas of knowledge. Thus, a multiple-choice examination will be administered to allow candidates to demonstrate evidence of this desired knowledge set. The specific time and process for this component will be provided to candidates prior to their arrival at the state convention. Study materials and electronic devices will NOT be allowed during the examination.

The composition of the exam will be as follows:

- 15% on FFA History
- 15% on FFA Structure and Operations
- 25% on FFA Events/Programs
- 15% on American agriculture issues
- 20% on Kentucky agriculture issues
- 10% on agricultural education

The knowledge examination will count for 50 points toward a candidate’s total score.

## **Interview Rounds**

The following are the possible interview formats that will be used during the selection process. Details regarding the time, order, and format for each interview round will be provided to candidates prior to their arrival at the state convention.

***One on 13*** – Candidates will interview in front of the full nominating committee (12 regional representatives and the committee chair). This is what is usually considered a traditional interview method in FFA. The length of this type of round is usually 3-5 minutes.

***One-on-One/Two*** - This round will consist of 7 to 13 separate interviews where the candidate interacts with one or two nominating committee members for each interview. Each interview typically lasts 2-3 minutes. This format allows for more individual interactions and is an opportunity for the evaluation of several targeted competencies through structured questions and follow-up questions.

***Stakeholder Engagement*** - Each candidate will interact with an individual that represents agriculture, education, and/or FFA in a 5-minute conversation. Prior to this conversation, the candidate will be provided with information regarding the background of the stakeholder and the scenario in which the conversation is occurring.

This stakeholder will be provided a guide to follow during the conversation, but they may interject follow-up questions to probe the candidate's understanding of a topic. A group of nominating committee members will be seated away from the stakeholder and candidate and will only serve as observers. The stakeholder used in this activity will have no personal relationship with any of the candidates. Additionally, the stakeholder will not share their opinions about any of the candidates to the nominating committee members.

***Stand and Deliver*** – Candidates will be provided a topic and fictional scenario for which they must prepare a speech. Guidance will be provided on what resources candidates may use and the length of time for preparation. Typically, the speech that will be presented is expected to last 2-4 minutes. When preparing their speech, candidates should plan as if they are advocating for the topic and its supporting ideas. Members of the nominating committee may ask follow-up questions after the conclusion of the speech.

*Candidates must remain in the holding room for the entire process, except for meals and during other predetermined breaks.*

## **Nominating Committee Function During Convention**

Once candidates have completed all interviews and are excused from the holding room, the formal selection process has essentially been “placed on paused.” The committee will meet two more times during the convention.

The first meeting is when the committee will discuss the interview process and will make recommendations for improvements. They will also review preliminary scores from the interviews as needed. The final meeting of the committee will be when the slate of officers will be determined.

Though the committee may not be in formal meetings, they will be watching the candidates’ actions during convention. While this is not a formally “scored” area, the committee may decide to address any pertinent issues they see during convention when they meet again.

Nominating Committee members and officer candidates are not to communicate with each other regarding the selection process and should avoid lengthy contact.

## **Candidates’ Function During Convention**

Candidates shall serve as ushers during the convention under the direction of the State Officer Candidate Coordinators and the state staff. Specific information dealing with times to report, and duties will be shared in the holding room and prior to the start of sessions. Candidates should plan to arrive early to prepare for sessions and stay after sessions to prepare the convention hall for the next session. At times there will also be meetings and practices candidates must attend.

Candidates will be involved in a series of other events during the convention. Time with their chapter may be limited and candidates should be prepared to assist in convention functions as called on by the state staff. Candidates participating in contests and other official activities will be permitted to do so without consequence.

State Officer Candidate Coordinators will hold candidate only activities to assist in surviving the convention. Details will be shared at the convention by the candidate coordinators.

## **Candidates' Schedule During Convention**

This is a draft schedule which is for reference only. Exact times and events may change. A final schedule will be made available to all candidates before the start of the convention.

### **Sunday**

- 1:00 – Candidates arrive and check into hotel room
- 3:00 – Candidate meeting and complete Knowledge Examination
- 4:30 – Round 1 interview
- 6:45 – Dinner

### **Monday**

- 8:00 – Candidate Breakfast with State Officers
- 10:00 – Round 2 interview
- 12:45 – Lunch
- 2:30 - Round 3 interview
- 6:00 – Dinner
- 7:00 – Casual Activity (Candidates only)

### **Tuesday**

- 11:00 am – Leadership Workshops (*optional attendance*)
- 1:00 pm - Leadership Workshops (*optional attendance*)
- 3:00 pm – Meet State Officer Candidate Coordinators in Convention Hall
- 3:30 pm – **Session 1 begins**
- After session – Prep for session 2*
- 7:00 pm – Meet State Officer Candidate Coordinators in Convention Hall
- 7:30 pm – **Session 2 begins**
- After session – Prep for session 3*

### **Wednesday**

- 10:00 am – Meet State Officer Candidate Coordinators in Convention Hall for awards practice
- 2:00 pm – Meet State Officer Candidate Coordinators in Convention Hall
- 2:30 pm – **Session 3 begins**
- After session – Prep for session 4*
- 7:30 pm – Meet State Officer Candidate Coordinators in Convention Hall
- 8:00 pm – **Session 4 begins**
- After session – prep for session 5 and practice installation ceremony*
- Candidate-only meeting with State Staff and State Officer Candidate Coordinators

### **Thursday**

- 8:30 am – Meet State Officer Candidate Coordinators in Convention Hall
- 9:00 am – **Session 5 begins**
- 12:00 pm - Luncheon for New Officers, Retiring Officers, and their parents
- 1:00 pm - State Officers' Meeting

## **Nomination, Election, and Installation of Officers**

On the final day of convention, the nominating committee will reconvene. During this meeting the committee will review results from voting, discuss any issues/concerns, and will prepare a slate of candidates to recommend to the delegates.

Once the decision has been made, the committee will be sequestered during the final session to keep the results confidential.

When called by the state president, the Nominating Committee Chair will present the report of the nominating committee to the delegates. As each officer nominee is called, they will be retrieved by the corresponding retiring state officer and brought on stage.

Once the entire report has been presented, the Committee Chair will move for the passage of the nominating committee report, which has an implied second. The current president will seek acceptance of the report from the delegate body. Once the motion is passed, a motion will be entertained to elect the slate to state office. When adopted, officers-elect will be installed by the retiring officers.

After installation each officer will present the retiring officer with their retiring officer plaque. The new state president will give brief remarks and close the convention using the official closing ceremony.

Upon adjournment new officers and their families will attend the new and retiring officer luncheon. The officers will then meet with state staff for a brief orientation meeting. *Every effort will be made to ensure the orientation meeting concludes by 3:30pm ET.*