

Officer Duties and Responsibilities

President

- Presides over meetings according to accepted rules of parliamentary procedure.
- Appoints committees and serves on them as an ex-officio, nonvoting member.
- Coordinates the activities of the chapter and evaluates the progress of each division of the POA.
- Represents the chapter in public relations and at official functions.

Vice President

- Assumes all duties of the president if necessary.
- Develops the POA and serves as an ex-officio, nonvoting member of the POA committees.
- Coordinates all committee work.
- Works closely with the president and FFA advisor to assess progress toward meeting chapter goals.

Secretary

- Prepares and posts the agenda for each chapter meeting.
- Prepares and presents the minutes of each chapter meeting.
- Places all committee reports in the secretary's file.
- Is responsible for chapter correspondence.
- Maintains member attendance and activity records and issues membership cards.
- Has on hand for each meeting:
 - a. Secretary's file.
 - b. Copy of the POA including all standing and special committees.
 - c. Official FFA Manual and the Official FFA Student Handbook.
 - d. Copy of the chapter constitution and bylaws.

Treasurer

- Receives, records and deposits FFA funds and issues receipts.
- Presents monthly treasurer reports at chapter meetings.
- Collects dues and special assessments.
- Maintains neat and accurate treasury records.
- Prepares and submits the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary.
- Serves as finance committee chair.

Reporter

- Serves as public relations committee chair.
- Plans public information programs with local radio, television, newspaper and service clubs and makes use of other opportunities to tell the FFA story.
- Releases news and information to local and regional news media.
- Publishes a chapter newsletter or website.
- Prepares and maintains a chapter scrapbook.
- Sends local stories to area, district and state reporters and to any school publications.
- Sends articles and photographs to FFA New Horizons and other national and regional publications.
- Works with local media on radio and television appearances and FFA news.
- Serves as the chapter photographer.

Sentinel

- Assists the president in maintaining order.
- Keeps the meeting room, chapter equipment and supplies in proper condition.
- Welcomes guests and visitors.
- Keeps the meeting room comfortable.
- Takes charge of candidates for degree ceremonies.
- Assists with special features and refreshments.

ADDITIONAL OFFICERS A CHAPTER MIGHT ELECT

Historian

- Develops and maintains a scrapbook of memorabilia in which to record the chapter's history.
- Researches and prepares items of significance in the chapter's history.
- Prepares displays of chapter activities and submits stories of former members to the media.
- Assists the reporter in providing photography for chapter needs.

Parliamentarian

- Is proficient with parliamentary procedure.
- Rules on all questions of parliamentary conduct at chapter meetings.
- Serves as a participant or an ex-officio member of the parliamentary procedure team.
- Conducts parliamentary procedure workshops at the chapter level.
- Chairs or serves as ex-officio member on the committee for the conduct of meetings.

Chaplain

- Presents the reflections at banquets and other functions.
- Conducts reflections services at summer camps and conferences.

ADULT LEADERS

Advisor

- Supervises chapter activities year-round.
- Informs prospective students and parents about FFA.
- Instructs students in leadership and personal development.
- Builds school and community support for the program.
- Encourages involvement of all chapter members in activities.
- Prepares students for involvement in career and leadership development events and leadership programs.