



Officer Application

Crestview FFA Chapter

2024 – 2025

The application should be neatly written with black/blue ink. Applications are due **Monday, March 3rd, 2025**. Interviews will be on Wednesday, March 5th in the boardroom.

Name: _____ **Current Grade:** _____

Years in FFA: _____ **Highest Degree Earned:** _____

Current Office (if applicable) : _____

Rate your interest of each office on the line provided on a scale of 1-7, with a 1 being your top choice. You will only be considered for candidacy for those offices which you have marked. Mark X in the slot that says "any office available" if you will accept any office that is vacant. You must still rank the offices in order of your desire to serve as an officer.

____ President	____ Vice-President	____ Secretary	____ Treasurer
____ Reporter	____ Sentinel	____ Student Advisor	____ Any available office
____ Chaplain	____ Historian		

**** All applicants will participate in a selection interview (in official dress).**

1. What is your definition of leadership?

2. What leadership qualities do you possess?

3. Share one or more items you would like the Chapter to change, create, or improve for the 2024-2025 school year.

4. Share some of your personal goals that you would like to accomplish through FFA. Also, Share some goals that you would like to see the chapter accomplish within the upcoming year.
5. List all of the activities, awards, and accomplishments you have achieved through your participation in the FFA (i.e., CDE, Conferences, Degrees, fair projects). Explain which award means the most to you and why.
6. Applying for an FFA office means that you would be a leader in this organization. The FFA is a national organization formed for the advancement of the most important industry on earth. It is more than just another club or school organization. Explain how you would prioritize the FFA as an officer.
7. Why do you want to be an officer of the Crestview FFA Chapter?

Officer Candidate

Parent/Guardian



Requirements for Crestview FFA Chapter Officers

IMPORTANT: READ BEFORE APPLYING

Requirements and expectations

- Attend ALL planned officer meetings and chapter activities
- Attend Chapter Officer Retreat
- *Non-school athletic events are considered an excuse or reason to miss an event or change schedules for officer retreats or meetings.*
- Maintain a GPA of 2.0 or higher
- Have an SAE project
- Memorize his/her officer part for opening and closing ceremonies before August 1st.
- Obey the Constitution and its by-laws
- Be a positive role model and welcoming to all FFA members in the chapter.
- Fulfill all duties of his/her officer
- Enroll in at least ONE of the Agriculture Courses during the year of office
- Willing to uphold school and district policies

Officer Duties

PRESIDENT:

- Preside over meetings according to accepted rules of parliamentary procedure.
- 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.
- Promote moral development in membership
- Manage officers and ensure their responsibilities are being fulfilled
- Ability to lead by inspiration, not dictation

VICE PRESIDENT:

- Assume all duties of the president if necessary.
- Coordinate all committee work and make sure they are functioning.
- Work closely with the president and advisor to assess progress toward meeting chapter goals.
- Effectively delegate responsibilities and inspire their quality completion.
- Complete the filling out process of the POA.

SECRETARY:

- Prepare and post the agenda for each chapter meeting. (from exec meetings)
- Prepare and present the minutes of each chapter meeting.
- Place all committee and officer reports in the designated areas in the *Official FFA Chapter Secretary's Book*.
- Be responsible for chapter correspondence with prompt attention to Thank You's
- Maintain member attendance, earned degree level, and issued membership cards.
- Have on hand for each meeting, the *secretary's book, POA, and Official Manual*.
- Promote moral development in membership.



TREASURER:

- Present monthly treasurer's reports at monthly exec and chapter meetings. Include opening and closing balance, expenditures, and receipts.
- Maintain a neat and accurate *Official FFA Chapter Treasurer's Book*.
- Be computer literate and be willing to learn how to read ledgers.

REPORTER:

- Plan public information programs with local newspapers, and social media and make use of other opportunities to tell the FFA story.
- Release news and information to local and regional media at least once a month.
- Prepare and maintain a chapter scrapbook on Shutterfly with the help of the historian.
- Send at least two articles to the *Ohio FFA News*.
- Put together an end-of-the-year slideshow for the banquet with the help of the historian.
- Serve as the chapter photographer with the help of the historian.
- Availability to attend 90% of activities to publicize events and take photos and make sure 100% of activities are attended by themselves or an Assistant Officer

SENTINEL:

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment, and supplies in proper condition. (Including computers and classroom equipment.)
- Welcome guests and visitors.
- Keep the meeting room comfortable and have it set up at least 10 minutes before the meeting.
- Take charge of candidates for degree ceremonies.
- Assist with special programs and refreshments.
- Help plan the officer retreat.

STUDENT ADVISOR:

- Supervise chapter activities.
- Encourage member participation.
- Build school and community support for the FFA.
- Prepare students for involvement in contests and awards.
- Assist the vice president in assigning members to committees.
- Assist the Vice President in compiling the POA.
- Send out a monthly calendar of activities/newsletter.
- Record and monitor chapter member participation in activities with the secretary.
- Update Calendar on AET

CHAPLAIN:

- Leads prayer at any meeting and the banquet and other meals.
- Is present at every meeting.
- Works with the historian to put together membership highlights and publish them on social media.
- Takes over any role that may need to be filled due to an absence from another officer.

HISTORIAN:

- Assist the reporter in social media and scrapbook.
- Is present at every meeting.
- Works with the historian to put together membership highlights and publish them on social media.
- Takes over any role that may need to be filled due to an absence from another officer.