

The Conroe FFA Chapter Officer Requirements



2022 - 2023

Student Initial _____ Parent Initial _____

Conroe FFA Officer Requirements & Governing Regulations

As an officer, the Conroe FFA Chapter and the Agricultural Science Instructors/FFA Advisors will expect you to be dedicated, diligent and thorough in your duties. The following is a list of activities and policies that govern the Conroe FFA Officer team that must be met for the duration of your time in office.

1. Conroe FFA Officer must be enrolled in at least one Agriculture Science course during the school year and be a dues-paying FFA member **IN GOOD STANDING** at this time.
2. Conroe FFA officers **MUST PARTICIPATE** on a **Leadership Development Event** and **Career Development Event Team**, **ALL fundraisers (Total of 30 items)** and **ALL official FFA Functions** (these will be listed over the summer at an officer meeting, some dates will not be known until later in the year).
3. As a Conroe FFA Officer, you must fulfill the specific duties for your office, as listed on the following pages as well as the requirements outlined in the official FFA Manual.
4. As a Conroe FFA Officer you must own and wear official dress, as stated by the Official FFA Manual, to all activities unless otherwise stated by advisors. **Officers must be present at all required chapter functions as determined by the advisors. Prior notice will be given.**
5. Conroe FFA officers are responsible for knowing and obeying the FFA Code of Ethics, which is found in both the Official FFA Manual, The Conroe FFA Constitution, and in your officer binder
6. **Conroe FFA officers must attend all Chapter and Officer Meetings, in addition to other duties and activities assigned to ensure the success of the chapter. Not more than one (1) activity can be missed due to an unexcused absence or the officer WILL FORFEIT his/her office. Officer meetings are to be held twice monthly on the Tuesday before an FFA meeting and Thursday afternoon after an FFA meeting at 2:45 (unless otherwise scheduled) to ensure the success of the chapter.**
7. Excused absences are defined as school related events, death in the family or life threatening issues, church related activity, and/or community service which has been approved, **IN ADVANCE**, by Conroe FFA advisor(s). Attendance of each Conroe FFA Officer to chapter-sponsored activities is critical to the development of the program. Excused absences are limited to two per semester.

***When planning absences, realize that the chapter members are looking to you as an example and your choice(s) of priorities.**

8. The Conroe FFA Officers **must** serve as the chairperson of your office's designated committee and be responsible for having a typed copy of the committee report. It is due by 7:30 AM the Friday before the FFA Meeting. A copy will be turned into the Secretary and a copy will also be kept by the Agri-Science Department for official records.

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9. Officers must respectfully represent the Conroe FFA at all times and serve the organization in a manner that is acceptable. Disrespect shown by Conroe FFA officers to others will not be tolerated and enforcement of rule # 22 will be implemented. **Disrespect** is defined as the lack of respect. **Respect** is defined as esteem, regard, honor, or courtesy.
10. All Conroe FFA officers must meet the **NO PASS NO PLAY** requirements for eligibility. Eligibility grades are those at the end of each grading period. If a student receives a grade below **70%** in a regular academic/elective class or below a **60%** in an Advanced Placement (AP) class at the end of any grading period (9 Weeks) they will be removed from the Conroe FFA Officer Team.
11. All officer **candidates must be academically eligible throughout the entire election process.**
12. Conroe FFA officers cannot use, possess, or be under the influence of any illegal drugs, alcohol or tobacco either on or off campus. If caught or seen doing these activities, this will constitute removal from office.
13. Conroe FFA Officers must maintain their personal appearance and hygiene in a professional manner. Conroe FFA Officers will be prohibited from wearing articles of clothing that advertise alcohol, tobacco, drug use or sexual connotations.
14. Conroe FFA Officers **will be removed** from office if he/she receives two (2) or more ISS Assignments or one (1) DAEP assignments during the year of service.
15. The officers of the chapter shall be as follows: President, Vice-President, Secretary, Treasurer, Reporter, and Sentinel. The offices of Student Advisor, Chaplain, Parliamentarian, and Historian will be added according to the needs of the chapter by the Advisors
16. If for any reason an officer forfeits his or her position, the next highest officer **will** take the vacated position and all other offices will “rotate up”, forfeiting the last ranked officer position.
17. FFA members running for an office must complete the Conroe FFA Officer Application and submit it to the FFA Advisors on or before **Friday April 14th by 3pm.** **NO LATE APPLICATIONS WILL BE ACCEPTED!!!**
18. FFA members running for an office must take the Conroe FFA Officer Exam. The date set for taking the **CONROE FFA OFFICER EXAM WILL BE ON APRIL 20th , the test will be right after school.** Questions will be based on the Official FFA Manual and Parliamentary Guide for FFA.
19. FFA members running for an office must go through a panel interview **on April 20th** in person after the test. **All officer candidates must be in official dress. If they are not, they will not be interviewed.** Officer candidates must be on time for the test and interview or they will be disqualified from running for a Conroe FFA officer position.
20. If **ANY** of the above rules are broken, the Conroe FFA Officer will immediately be removed from the office he/she holds.

Student Initial _____ Parent Initial _____

Scoring Breakdown for the Election to an office for the

The Conroe FFA Chapter:

Application – 15%

Interview – 40%

Test – 30%

Popular Vote –15%

On April 26th, you will need to have a 2-3-minute speech prepared and presented at the FFA Meeting.

***OFFICER REQUIREMENTS FORM
ACKNOWLEDGEMENT***

There will be a MANDATORY Officer Candidate and Parent Meeting at 5:30 on April 14th, 2022 to go over officer requirements & expectations for the upcoming year. (No Exceptions)

**After reading each page, make sure that both
YOU AND YOUR PARENT(S) initial the bottom of each page.
Application will not be complete without this.**

Name (print): _____

I have read and understood the Conroe FFA Chapter Officer Requirements for 2022-2023 Conroe FFA Officer Team and will abide by them. By violating these guidelines, I understand that I may be removed from the office to which I was elected.

Student Signature

Date

Parent Signature

Date

Student Initial _____ **Parent Initial** _____

Checklist

Now that you've read over the rules and expectations for the 2022-2023 Conroe FFA officer team, are you up to the challenge?

**The following are the requirements to run for chapter officer.
You must meet each of these:**

Officer Candidates Must:

- Currently be eligible by UIL standings (House Bill 72), meaning that in order to run you can not have had any grades below 70% or Incomplete from the last grading period.
- Be a member in good standings.
- Fill out Officer Application.
- Take the Conroe FFA Officer Test
- Show an interest in and have participated in FFA activities.
- Exhibit leadership and responsibility.
- Must currently hold the degree of *Greenhand* (or freshman receiving Greenhand Degree at banquet per Constitutions and Bylaws) or have a *Chapter Degree* when you become an officer as stated in the *Official FFA Manual*.
- Completed the application and returned it to Mr. Wiley by April 14th, 2022
 - **Signed** Officer Candidate and Parent Acknowledgement form.
 - Turn in a **signed** Officer Requirements Form.
- On April 26th have a 2-3 minute speech prepared to give to the chapter saying why you would be a good officer for our chapter.
- **Attend the panel interview on April 20th, 2022 at 3pm**
 - The interview panel may be made of but not limited to the following:
 - Agriculture Science Teacher
 - School Administrator
 - Local Business Person

Student Initial _____

Parent Initial _____

Conroe FFA Officer Application

Name: _____

Phone: _____

Address: _____

Current GPA: _____ Age: _____

Current Grade Level: _____

Classes failed this year: _____

FFA Activities:

Have you ever held an FFA office in High School? Yes No

If yes, office held: _____

If yes, what changes or improvements could you have personally made to better your Officer Team/ FFA Chapter?

Public Speaking Experience: Yes No

Describe your experience: _____

Highest FFA Degree you would like to earn? _____

Your highest goal of achievement desired in the FFA?

Describe your SAE Project(s):

Student Initial _____

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List all other special FFA activities such as any CDE's and Livestock Shows(Ex. Livestock Evaluation, Floriculture, Parliamentary Procedure, Showing Livestock.)

What leadership qualities do you hold that qualify you for an officer position?

SCHOOL-CHURCH-COMMUNITY ACTIVITIES

Other Offices held: _____ Year: _____

Member of:

Do you plan to run/or already hold an officer position with another school organization?

If yes, please list organization and describe how you will deal with scheduling conflicts between the two organizations.

OTHER

Do you hold a job? Yes / No

If given prior notice will you be able to attend all officer meetings and activities? Yes / No

Will you be able to attend evening meetings and officer meetings? Yes No

Do you play a sport(s)? Yes / No

Will this prevent your participation in officer related activities, keeping in mind that all effort is made not to conflict with sports activities? Yes / No

Are you willing to provide refreshments for meetings throughout the year? Yes / No

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Are you willing to fill out all necessary reports, including Secretary Minutes, Committee Reports, and news articles (reporter)? Yes / No

Will you demonstrate good sportsmanship if you are not elected or not elected to the office of your choice? Yes / No

Previous Service to the FFA

If you served as an officer in the past, how many Officer Meetings did you **not** attend?

Did you complete the requirements of that position? An example would be the Secretary, Treasurers or Reporter Book. Yes / No

How many FFA meetings did you **not** attend? _____

How many after school activities did you attend? Examples are S'mores Night, Progress Show, etc. _____

Explain how you helped make the Officer team a strong and efficient team.

List your first, second and third choices for office.

1st _____ 2nd _____ 3rd _____

Would you serve in any office if elected? Yes / No

In your own handwriting write a paragraph explaining why you want to be an FFA Officer and what some of your goals are if elected.

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