



Bradford FFA Officer Responsibilities

President

- Preside over meetings according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as an ex-officio, non-voting member.
- Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
- Represent the chapter in public meetings and official functions.

Vice President

- Assume all duties of the president if necessary.
- Develop the POA and serve as an ex-officio, non-voting member of the POA committees.
- Coordinate all committee work.
- Work closely with the president and advisor to assess progress toward meeting chapter goals.

Secretary

- Prepare and post the agenda for each chapter meeting.
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports in the secretary's file.
- Be responsible for the chapter correspondence.
- Maintain member attendance and activity records and issue membership cards.
- Have on hand for each meeting: the secretary's file, copy of the POA including all standing and special committees, Official FFA Manual and the Official FFA Student Handbook and copy of the chapter constitution and bylaws.

Treasurer

- Receive, record and deposit FFA funds and issue receipts.
- Present monthly treasurer reports at chapter meetings.
- Collect dues and special assessments.
- Maintain neat and accurate treasury records.
- Prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary.
- Serve as chairperson of the finance committee.

Reporter

- Serve as chair of the POA public relations committee.
- Plan public information programs with local radio, television, newspaper and service clubs and make use of opportunities to tell the FFA story.
- Release news and information to local and regional news media.
- Publish a chapter newsletter or website.
- Prepare and maintain a chapter scrapbook.
- Send local stories to area, district and state reporters and to any local publications.
- Send articles and photographs to FFA New Horizons and other national and regional publications and websites.
- Work with local media on radio and television appearances and FFA news.
- Serve as chapter photographer.

Sentinel

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guest and visitors.
- Keep the meeting room comfortable.
- Take charge of candidates for degree ceremonies.
- Assist with special features and refreshments.

Student Advisor

- Supervise chapter activities year-round.
- Inform prospective students and parents about FFA.
- Instruct students in leadership and personal development.
- Build school and community support for the program.
- Encourage involvement of all chapter members in activities.
- Prepare students for involvement in career development events and leadership programs.

All Officers

- Know opening and closing ceremonies.
- Know proper use of parliamentary procedure.
- Be a positive role model for everyone.
- Be a positive example of what the FFA and agriculture stand for.
- Always strive to help make others, our school, our community and chapter better.
- Be active in all FFA activities and fundraisers.
- Be willing to work well with others and be part of a leadership team.
- Abide by the officer code of conduct and school rules at all times.