

Forney FFA Officer Duties and Rules

The primary responsibility of a Forney FFA Officer is to serve as leaders for the Forney FFA in activities that will inform, motivate, and inspire FFA members and others to achieve the mission, strategies, and core goals of the organization and to represent the Forney FFA in local, district, area, and state meetings.

Students: Initial each statement in agreement.

1. _____ This is YOUR organization NOT the Advisors! It is the officer team's responsibility to make sure functions are planned and ran appropriately.
2. _____ Your number one priority and focus as a chapter officer is to serve the needs of the members of your chapter. The success of Chapter Officers is evaluated by team performance, not necessarily on individual performance. Learn how to help each other to become better leaders.
3. _____ When you need help... ask for it! No one knows you are struggling unless you alert them to the situation.
4. _____ Officers will attend each chapter and officer meeting, fundraiser and other chapter events. If an event will need to be missed, written notice must be turned into the teacher 2 days prior to the event. No notice will result in a demerit.
5. _____ Officers will wear official dress to all meetings and events unless specified by an advisor.
6. _____ Officers must be at each meeting 30 minutes prior to start time to set up the meeting room. It is the job of the sentinel to see that the room is properly set up. Late arrival without written notice will result in a demerit.
7. _____ It is the responsibility of the president to call and hold an executive meeting before each chapter meeting to plan the agenda and inform the officers of the attire for the meeting.
8. _____ The secretary should have an agenda typed for each meeting as well as minutes from the previous meeting. These are to be turned into the advisor 1 day prior to the meeting.
9. _____ All officers must have their speaking part for opening and closing ceremonies memorized by the second chapter meeting after being appointed (October Meeting).
10. _____ Each officer is required to participate in the Chapter's fundraisers. This includes advertising, hanging up and passing out posters, working the events and encouraging others to participate.
11. _____ If an officer receives ISS, DAEP, is found with alcohol or breaking any Forney ISD rules, or is arrested for any reason, they may be immediately dismissed from office.
12. _____ Forney FFA will use a demerit system (see demerit schedule below) to assist officers in complying with these rules. This contract becomes effective immediately after you are installed. 10 demerits may result in dismissal from office.
13. _____ Officers must maintain academic eligibility; you will be on probation and receive a demerit for failing a nine weeks in any class. You will forfeit your officer position if you

are academically ineligible for two consecutive UIL grading periods (a nine weeks and a progress report or two progress reports).

- 14. _____ Officers must participate in at least 3 different FFA activities to be eligible to run for office the following year. (examples: district/area/state meetings/conventions, LDEs, CDEs, stock shows, advance degrees, scholarships, camps, and banquets)
- 15. _____ I will be a positive role model at all times for those around me, regardless of if I am at a school function or not. I understand that being in a leadership position for Forney FFA means that I am the face of the organization at all times. This includes, but is not limited to, my time in public and on all personal and chapter social media. I will do my best to be tasteful and respectful in all I do in order to uphold the standards of Forney FFA.

Demerit Schedule

Late to meetings- 2 demerits

No show for meeting- 5 demerits

Not in appropriate attire- 3 demerits

Not present to work at an official function- 5 demerits

President not calling an executive meeting- 2 demerits

Secretary with no minutes- 2 demerits

Reporter failing to write assigned article in a timely manner- 2 demerits

Officer not knowing their part at meeting- 2 demerits

Assigned ISS - 5 demerits

**Any other offence may be assigned demerits at the discretion of the advisor.

**10 demerits is grounds for dismissal for the remainder of the school year.

I _____ agree to the above terms, will fulfill my duties, and will abide by the local and state FFA constitution. I agree to uphold the high standards of the FFA Association and promise to set a good example to myself, my members and my community.

Student Signature

Date

Parent Signature

Date

Your elected office will not be official until this form is signed and returned to your advisor.