

All Officer Duties:

- Be able to recite your part of the opening and closing ceremony from memory, and do so at all chapter meetings
- Must fundraiser a minimum of \$500.00 through T-shirt advertisements
- Be present an hour before the scheduled start time of all chapter FFA meeting and activities unless otherwise specified
- Assist your corresponding greenhand officer with their responsibilities
- Represent Troy FFA with the utmost character at all extra curricular events. (LDE, CDE, SDE, Conventions, Conference, Camps and Stockshows) and social media by refraining from posting or engaging in activity that would reflect negatively on the member of our chapter. This includes, but is not limited to the underage use of alcohol, illegal activity, profanity and obscene gestures.
- Help with fruit and meat delivery
- Work the open house at the beginning of each school year in official dress
- Must be willing to raise the flag during home football games.
- Must be willing to help in the concession stand during football games.
- Must attend summer camps and convention
- All positions must also adhere to guidelines presented in the FFA manual and officer contract.

President:

- Preside over meeting according to accepted rules of parliamentary procedure.
- Appoint committees and serve on them as a 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 relations and official functions.
- Send reminders to the officer team about ffa events or meetings and what to bring and wear.
- Placing the meeting schedule on the school's activity calendar before the start of the school year.

1st Vice President:

- Assume all duties of the president at 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
- Assist the President with placing the meeting schedule on the school's activity calendar before the start of the school year.

Vice President of Chapter Development

- Locate new sponsors for summer T-shirt ad fundraiser and other fundraisers
- Develop new fundraising ideas to present to the chapter
- Analyze the effectiveness of previous fundraisers with the advisors to decided fundraising ideas
- Assist in carrying out fundraising organizing t-shirt, uploading fundraising to the computers and deliveries, etc.
- Assist and help coordinate chapter community service project
- Develop new idea for community service projects to present to the chapter
- Coordinate with the chapter reporter and historian to ensure local media is aware of upcoming fundraising and community service activities and past community service activities.
- Attend all chapter officer meetings.

Secretary:

- Prepare and post the agenda for each chapter meeting the friday before the meeting
- Prepare and present the minutes of each chapter meeting.
- Place all committee reports, minutes, agendas in the secretary's file in the office.
- Be responsible for chapter correspondence.
- Maintain member attendance and activity records and issues membership card.
- Have on hand for each meeting
 - Secretary's file
 - Copy of the POA, including all standing and special committees
 - Official FFA manual and the Official FFA student handbook
 - Copy of the chapter constitution and bylaws
- Give a copy of the minutes and agenda to the Historian to post to the chapter website.
- Write detailed notes during officer meetings and share those with the officer team.

Treasurer

- Receive, record and deposit FFA funds and issues 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 start FFA association office in cooperation with the secretary
- Serve as chairperson for the finance committee.
- Treasurer report must be completed and posted the friday before the meeting
- Treasurer report must be given to the secretary to put in the secretary file for each meeting.

- Each month balance the Troy FFA account with administration

Reporter:

- Serve as chair of the POA public relations committee
- Place public information programs with local radio, website, social media, television, newspapers and service clubs and make use of other opportunities to tell the FFA story.
- Release news and information to local and regional new media
- Publish a chapter newsletter or website.
- Prepare and maintain a chapter scrapbook
- 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 the chapter photographer

Sentinel

- Assist the president in maintaining order.
- Keep the meeting room, chapter equipment and supplies in proper condition.
- Welcome guests and visitors.
- Keep the meeting room comfortable.
- Take charge of candidates for degree ceremonies.
- Assist with special features and refreshments.
- Getting the sound equipment (microphone) before each FFA meeting.
- Set up station markers at each meeting.
- Writing thank you notes for specific occasions when necessary

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.
- Answer student and parent questions during Troy High School open house
- Assist in preparing contest material before LDE and CDE contests

Historian:

- Responsible for making the video for the annual Troy FFA Banquet
- Maintaining Chapter website and uploading current pictures

- Assist the reporter in writing articles for the Troy Online Newspaper, Temple Daily Telegram, and local media to keep the public up to date of what the Troy FFA is doing.
- Assist with updating the Troy FFA roster at the beginning of each semester
- Develop and maintain a scrapbook of memorabilia to record the chapter's history.
- Research and prepare items of significance of the chapter's history.
- Prepare displays of chapter activities and submit stories of former members to the media.
- Assist the reporter in providing photography for chapter needs
- Make the video for the FFA banquet

Parliamentarian:

- Explain voting process of chapter functions in which voting takes place.
- The parliamentarian speaks to the members only when requested and may provide explanations or advice, but not rulings, which are always made by the presiding officer.
- Attend chapter conducting practices
- Be proficient with parliamentary procedure.
- Rule on all questions of parliamentary conduct at chapter meetings.
- Serve as a participant or an ex-officio member of the parliamentary procedure team.
- Conduct parliamentary procedure workshops at the chapter level.
- Chair or serve as ex-officio member on the conduct of meetings committee.

Chaplain:

- Present the invocation of chapter banquet
- Say prayer before LDE and CDE contests if present
- Conduct reflections service at officer retreat
- Provide religious services, spiritual guidance, and counseling to members in the Troy FFA Chapter
- Assist the secretary in writing down and sending out reminders to the other officers what materials each officer is supposed to bring for the FFA meeting.
- Present the invocation at banquets and other functions.
- Setup station markers and all of the Chromebooks for students to log in
- Develop activities for "FFA Fun Friday"
- Conduct reflections services at summer camps and conferences.