

MORTICIA FFA CHAPTER

CHAPTER OFFICER EXPECTATIONS + GUIDE

AUTHORED BY: MADDY MORTIMER, 2022 CONTINUED BY FUTURE OFFICERS

NAME, YEAR:

NAME:

NAME: ETC.

WELCOME TO THE MORTICIA FFA LEADERSHIP TEAM

Here, you are a team of leaders that stands for something bigger than yourselves.

Regardless of your title and position, the unified duty of this team is to set clear goals and decide how to achieve them, with the interest of the entire chapter in mind. **It is expected that every decision towards the chapter will be approved and discussed by the members of the chapter.** (Initial Here: _____)

You have been elected and given your position by your peers and chapter members, meaning that they have given you their trust to lead this chapter to completing its goals, efficiently and effectively. As your name and title are stitched into your jacket with the organization on your back, it is up to you to be the best representative of yourself, Morticia FFA, and the FFA Organization. **You are expected to show up, communicate, and organize the functions of the Morticia FFA chapter. You are to always show the best attitude, behavior, and courtesy to all others and their opinions, ideas, and perspectives, even if they go against your own. You are expected to be an active bystander if you witness a violation of this.** (Initial Here: _____)

While you were nominated for your position, you also had the ability to choose to accept your position. **You are expected to attend every business meeting, and other meetings and events throughout your term** that will be decided at the first officer retreat, a week after elections, with your presence and input. **You are also expected to be there on time and to have your attention paid to the matters at hand.** You have plenty of time to arrange your schedule. **If an emergency occurs including running-late, you are expected to communicate as soon as possible via text or call.** Running late is not an emergency that calls for not showing up.

(Initial Here: _____)

While you have an advisor, it is your job to lead this chapter with only occasional guidance. **You are expected to read this packet fully and fulfill your role as a Morticia FFA chapter officer.**

I, promise to adhere to my duties as an elected official of Morticia FFA. If my chapter finds that I do not do so, they may vote to impeach me from my position with or without negotiations.

TO GUARDIANS OF THE MORTICIA FFA LEADERSHIP TEAM

Your child has achieved the honor of becoming an elected officer for the Morticia FFA chapter. While you may have heard the exciting news, it may also seem daunting. Becoming an officer of Morticia FFA means that your child has stood out as a leader and is seen as capable of fulfilling large expectations associated with any leadership position in any industry. Understandably, your child has expectations at home as well, and Morticia FFA hopes to build off those to help students build confidence and skills to carry into any industry and future that awaits them beyond our brief time with them. We also hope to build independent leaders, as well as group collaborators. As their guardian, it is crucial that your student receives your support in their leadership development. Please refer to the calendar that the Morticia FFA Leadership Team will release in the next week, that will cover the entire year that they are expected to serve on this team and events they are expected to attend. As the officers will be arranging this calendar, please provide any set-ahead dates for your family, so we can do our best to ensure that they are not torn between the family and FFA. Please also reach out to me if you have any questions or concerns. Feel free to text me as well. I will ensure that you are aware of any traveling events that may occur by next week when the yearly calendar is released. Thank you for sharing your child with us, and I am so proud to be able to send this to you. We look forward to the future with the new generation, and we couldn't do it without the kind of leadership that your child has been elected to.

Maddy Mortimer, Morticia FFA Advisor

Cell:

Email:

PRESIDENT

Congratulations on being elected as Mortica FFA's chapter president! You have been selected for the highest role, and arguably the most notable position. This means a hefty responsibility on your end to remain professional, unbiased, and organized even as things take a crazy turn. Your roles in this chapter are:

- ★ Plan and conduct chapter meetings using Parliamentary Procedure
- ★ Appoint committees, assign tasks, and receive progress reports
- ★ Meet/communicate with chapter advisor every week
- ★ Represent chapter at higher-level events (conferences, student government meetings)
- ★ Vote in a tie
- ★ Help maintain chapter social media

VICE-PRESIDENT

Congratulations on being elected Mortica FFA's chapter vice president! You have been selected to aid the president and lead our chapter as a strong partner. This means a hefty responsibility on your end to remain professional, unbiased, and organized even as things take a crazy turn. Your roles in this chapter are:

- ★ Aid the president in chapter management
- ★ Oversee membership and membership applications
- ★ Collect and organize chapter documents
- ★ Preside in absence of president
- ★ Meet/communicate with advisor every week
- ★ Help maintain chapter social media

SECRETARY

Congratulations on being elected as Mortica FFA's chapter secretary! You have been selected to communicate on behalf of the chapter and will arguably be one of the most notable faces. This means a hefty responsibility on your end to remain professional, unbiased, and organized even as things take a crazy turn. Your roles in this chapter are:

- ★ Record notes for all meetings, write minutes, and report at next meetings
- ★ Complete chapter correspondence
- ★ Oversee chapter attendance
- ★ Meet/communicate with chapter advisor every week
- ★ Oversee and maintain chapter roster
- ★ Send announcements to members
- ★ Collect media and maintain chapter website
- ★ Social-media postings and maintenance
- ★ Develop mainstream internal-communication within the chapter

TREASURER

Congratulations on being elected as Mortica FFA's chapter treasurer! You have been selected to maintain chapter funds, which is considered a main function of any organization's success. This means a hefty responsibility on your end to remain professional, unbiased, and organized even as things take a crazy turn. Your roles in this chapter are:

- ★ Monitor all chapter expenses, incomes, and other financial activities
- ★ Develop an annual budget with leadership team
- ★ Present a financial report at every meeting
- ★ Meet/communicate with chapter advisor every week

MORTICIA FFA CALENDAR

As chapter officers, you are expected to decide on the chapter's event calendar as soon as possible. Dates to include are:

- School holidays
- School breaks/vacations
- First/Last Day of Classes
- Consistent monthly business meetings
- FFA Week in February
- Officer assessment surveys: collection time and results review
- Officer meetings (at least four per term)
- End-of-year banquet
- Application deadlines
- Chapter Speaking Event
- Competition dates and locations
- Traveling dates
- Record book due dates
- Annual volunteer events
- Birthdays of members (if they celebrate)
- County and State fairs

SAMPLE BANQUET SCRIPT

As we work hard through the semester, it's equally important to reflect on and honor our achievements, no matter how small. A banquet is a wonderful way to gather members, their families, and community members to highlight how much Morticia FFA accomplishes. It's essential that multiple people have a chance to speak and present awards. As you present a category, give a little blurb explaining what that category is, and how that student was able to achieve the award. Here is an example:

OFFICER 1: Welcome to the 2022 Morticia FFA banquet, our chapter has worked hard to get this put together, and our officers spent countless hours preparing for this moment throughout the year. We're excited to supply some home-smoked brisket from (future) Dr. Mortimer's professor, Dr. Hodnett; and other food provided by our other chapter and their families. We are super thankful that you all are here with us to celebrate not only the previous year, but the upcoming future of Morticia FFA. Before we get started with awards, we would like to invite everyone to grab a plate and begin to eat and mingle.

30-45 Minute Eat and Mingle Time

OFFICER 2: As everyone is getting settled, we would like to invite our guest speaker up to the podium. Mr. Trevor Wax is a graduate of the NMSU AXED program and is now the agricultural mechanics teacher at Mayfield High School in Las Cruces, New Mexico where he also completed his masters project on the influences of Agricultural Educators leaving the profession. Everyone, please help us welcome our guest speaker, Mr. Trevor Wax.

GUEST SPEECH

OFFICER 3: Thank you Mr. Wax for your inspiring words, we are proud to say you are a graduate of our program. We are officially going to get started with the award part of our

banquet. We are excited to highlight the challenging work our members, students in classes and our faculty members have done throughout the year. Without further ado, I would like to invite **OFFICER 4** up to the podium to present our first award.

OFFICER 4 SPEAKING WITH MEMBER/TEACHER HANDING OUT AWARDS: We now recognize the star greenhand this year. This individual excelled in creed speaking and put over 100 hours into their project, which included breeding, raising, and showing over 30 rabbits. Morticia FFA's 2022 Star Greenhand is: _____ . **SOMEONE NEW**, will you please take the podium for our next award?

Highlight next awards...people clap, all of our members get a chance to announce and hand out awards, and then we get to the end.

NEW SPEAKER: Thank you all for attending our banquet! Congratulations Morticians on your hard work throughout the year, and for your perseverance. We are excited to be seeing you all soon!