

Lesson E3–1

Understanding FFA Officer Duties and Responsibilities

Unit E. Developing Leadership Skills in Agriculture

Problem Area 3. Developing Leadership Skills

Lesson 1. Understanding FFA Officer Duties and Responsibilities

New Mexico Content Standard:

Pathway Strand: Leadership and Teamwork

Standard: XI: Use leadership skills in collaborating with others to accomplish organizational goals and objectives.

Benchmark: XI-A: Communicate, focus on results, make decisions, solve problems, invest in individuals and resources to develop premier leadership.

Performance Standard: 1. Work independently and in group settings to get things done. 2. Focus on results. 3. Plan effectively. 4. Identify and use resources. 5. Communicate effectively with others. 6. Learn from mistakes and deal with setbacks. 7. Evaluate and reflect on action taken.

Student Learning Objectives. Instruction in this lesson should result in students achieving the following objectives:

1. Describe the duties and responsibilities of chapter FFA officers.
2. Explain the proper dress and characteristics of a good FFA leader.

List of Resources. The following resources may be useful in teaching this lesson:

Recommended Resources. One of the following resources should be selected to accompany the lesson:

Morgan, Elizabeth M., et al. *AgriScience Explorations*, Second Edition. Danville, Illinois: Interstate Publishers, Inc., 2000. (Textbook, Chapter 20)

National FFA Organization. *FFA Student Handbook*. Alexandria, Virginia: National FFA Organization, 1995.

National FFA Organization. *Official Manual*. Indianapolis, Indiana: National FFA Center, 1998.

Other Resources. The following resources will be useful to students and teachers:

Cooper, Elmer L. and Bret Iverson. *Agriscience Fundamentals and Applications*. Albany, New York: Delmar Publishers, Inc., 1997. (Textbook, Unit 6)

Fraze, Steven D., Sharon Hunter, Marshall Stewart, Brenda Scheil, and Robert Terry, Jr. *Developing Leadership and Personal Skills*. Danville, Illinois: Interstate Publishers, Inc., 1997. (Textbook, Appendix A)

List of Equipment, Tools, Supplies, and Facilities

Writing surface
Overhead projector
Transparencies from attached masters
Copies of student lab sheet

Terms. The following terms are presented in this lesson (shown in bold italics):

Advisor
Chaplin
Historian
Influence
Official dress
Parliamentarian
President
Process
Relationship
Reporter
Secretary
Sentinel

Service
Treasurer
Vice-President

Interest Approach. Use an interest approach that will prepare the students for the lesson. Teachers often develop approaches for their unique class and student situations. One approach is to have a current or past FFA officer come into the classroom to explain some of the duties they performed in that office. Also have a member come to class in official FFA dress, and discuss why this is worn by all members.

Summary of Content and Teaching Strategies

Objective I: Describe the duties and responsibilities of the chapter FFA officers.

Anticipated Problem: What are the duties and/or responsibilities of the various FFA officers?

- I. Chapter officers serve a vital function in the FFA organization. The general duties for each officer are as follows:
 - A. The **President** is symbolized by “the rising sun”. The President’s duties include:
 1. Appointing committees and serving on them as ex-officio member.
 2. Coordinating chapter activities.
 3. Evaluating the progress of the POA (program of activities) committee.
 4. Representing the chapter in official and public relation events.
 - B. The **Vice-President** is symbolized by “the plow”. This officer’s duties are to:
 1. Assume all duties of the president if necessary.
 2. Develop the POA and serves as ex-officio member on all committees.
 3. Coordinate all committee work.
 4. Establish and maintain the chapter resource file.
 - C. The **Secretary** is symbolized by “the ear of corn”. The Secretary’s duties include:
 1. Preparing and posting meeting agenda.
 2. Preparing and presenting meeting minutes.
 3. Placing all committee reports in designated area.
 4. Being responsible for chapter correspondence.
 5. Maintaining member attendance and activity records.
 6. Keeping POA wall chart current.
 7. Preparing materials for each meeting.
 - D. The **Treasurer** is symbolized by the “bust of Washington”. This officer’s duties are to:
 1. Receives, records, and deposits FFA funds.
 2. Present monthly Treasurer’s reports at meetings.

3. Collect dues.
 4. Maintain a neat and accurate Treasurer's book.
 5. Prepare and submit membership roster.
 6. Serve as chairperson for the Finance Committee.
- E. The **Reporter** is symbolized by "the American Flag". The Reporter's duties are to:
1. Plan public information programs with radio, TV, and news media.
 2. Send news releases to local and regional media.
 3. Publish a chapter newsletter.
 4. Prepare and maintain a chapter scrapbook.
 5. Send stories to area, district, and state FFA reporters.
 6. Serve as chapter photographer.
- F. The **Sentinel** is symbolized by "the Shield of Friendship". The Sentinel's responsibilities include:
1. Assisting the president in maintaining order.
 2. Keeping the meeting room, chapter equipment and supplies in proper condition.
 3. Greeting guests and visitors.
 4. Keeping the meeting room comfortable.
 5. Taking charge of candidates for degree ceremonies.
 6. Assisting with special features and refreshments.
- G. The **Advisor** is symbolized "by the owl". The Advisor is responsible for:
1. Supervising chapter activities.
 2. Informing prospective students and their parents about FFA.
 3. Instructing students in leadership and personal development.
 4. Building school and community support.
 5. Encouraging member involvement.
 6. Preparing students for events and activities.
- H. There are also other officers that serve the FFA Chapter. These may or may not be elected positions:
1. The **Historian** – maintains the chapter's scrapbook and assists reporter.
 2. The **Parliamentarian** – rules on questions of parliamentary procedure.
 3. The **Chaplain** – presents the invocation at chapter functions.

Many techniques can be used to help students master this objective. Students need text materials to help them understand the duties of the various FFA officers. Chapter 20 in AgriScience Explorations, Chapter 4 in the FFA Student Handbook, and the FFA Official Manual are recommended. Use TM: E3-1A to help demonstrate the officer station's symbols. TM: E3-1B may be used to explain the characteristics of a good officer. Use lab sheet LS: E3-1A to help students understand the duties of the various chapter officers.

Objective 2: Explain the proper dress and characteristics of a good FFA leader.

Anticipated Problem: What are the characteristics of a good leader?

- II. Chapter leaders should strive to lead by example and encourage fellow members to participate in chapter activities.
 - A. There are ten characteristics of a good FFA leader:
 1. Fosters active participation.
 2. Promotes group cooperation.
 3. Obtains information for group use.
 4. Encourages opinion and solution giving.
 5. Stimulates critical thinking and evaluation.
 6. Welcomes all suggestions.
 7. Encourages differences as well as agreement in opinions.
 8. Neutral in issues and sees both sides.
 9. Attempts to change behavior of “troublesome participants”.
 10. Constantly charts group progress.
 - B. The uniform worn by FFA members is called the *official dress*.
 1. The official dress for males includes:
 - a. Black slacks.
 - b. White shirt.
 - c. Official FFA tie.
 - d. Black shoes and socks.
 - e. FFA jacket zipped to the top.
 2. The official dress for females includes:
 - a. Black skirt or slacks.
 - b. White blouse.
 - c. Official FFA scarf.
 - d. Black shoes.
 - e. FFA jacket zipped to the top.
 3. The jacket should always:
 - a. Be neat and clean.
 - b. Have proper name, pins, and lettering.
 - C. Four areas important to leadership include:
 1. **Influence** – encouraging an individual or group to take action.
 2. **Process** – includes encouraging people and being respected by the group; helping others find answers.
 3. **Relationship** – must involve respect between leader and followers.
 4. **Service** – must often sacrifice their own wishes for the welfare of the group.

A variety of techniques may be used to help students master this objective. Providing text materials will enhance student learning. Chapter 4 in the FFA Student Handbook, chapters 20 and 23 in AgriScience Explorations, and the Official Manual are recommended. Use TM: E3-1C to further explain the 10 ways to be a good leader. Have a FFA officer come to the class to demonstrate the official dress.

Review/Summary. Use the objectives for the lesson as guides in reviewing and summarizing the content. Have the students explain the content associated with each objective. Use questions at the end of the chapter of the text materials as a form of review

Application. Students can apply the content of this lesson in their agricultural education and FFA activities. The following lab sheets provide excellent application of the objectives.

Chapter Officer Duties — LS: E3-1A

Evaluation. Assessing the extent to which the students have achieved the objectives can be based on student participation in reviewing and summarizing the lessons as well as attentiveness throughout. A written test can also be given. A sample written test is attached.

Answers to Sample Test:

Part One: Matching

1 = b, 2 = g, 3 = a, 4 = d, 5 = c, 6 = e, 7 = f

Part Two: Completion

1 = To the top
2 = Reporter
3 = Financial
4 = Official dress
5 = Sentinel
6 = President

Part Three: Short Answer

1. black slacks/skirt
white shirt/blouse
FFA tie/scarf
black shoes and socks
FFA jacket zipped to the top

Test

Lesson E3–1: Understanding FFA Officer Duties and Responsibilities

Part One: Matching

Instructions. Match the term with the correct response. Write the letter of the term by the definition.

- | | | |
|-------------------|--------------|------------|
| a. President | d. Treasurer | g. Advisor |
| b. Vice President | e. Reporter | |
| c. Secretary | f. Sentinel | |

- _____ 1. Symbolized by the plow.
- _____ 2. Informs prospective students and parents about the FFA.
- _____ 3. Presides over meeting.
- _____ 4. Symbolized by the bust of Washington.
- _____ 5. Prepares and presents meeting minutes.
- _____ 6. Sends news releases to all media.
- _____ 7. Assists president in maintaining order.

Part Two: Completion

Instructions. Provide the word or words to complete the following statements.

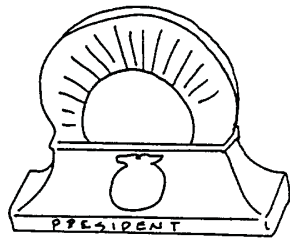
- 1. The FFA jacket should always be zipped _____.
- 2. The _____ is symbolized by the flag.
- 3. The Treasurer is responsible for keeping all _____ records.
- 4. The uniform worn by FFA members is called _____.
- 5. The _____ is symbolized by the “Handshake Shield”.
- 6. The _____ serves as the primary ex-officio member of all committees.

Part Three: Short Answer

Instructions. Provide information to answer the following questions.

- 1. Explain the FFA official dress.

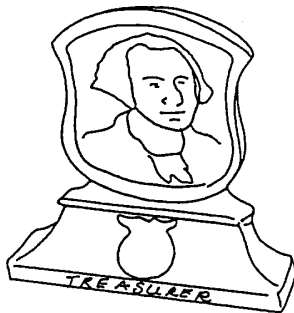
Officer Station Symbols



**President
"Rising Sun"**



**Vice President
"The Plow"**



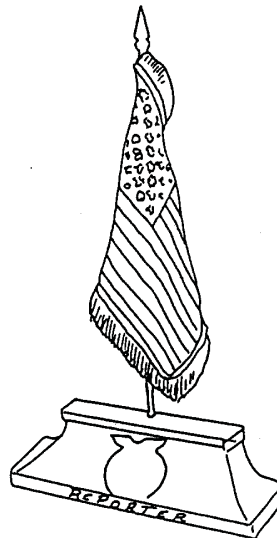
**Treasurer
"Bust of
George Washington"**



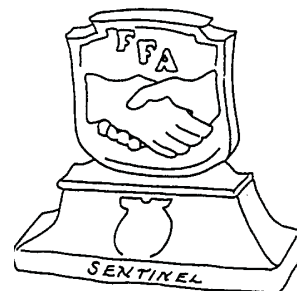
**Secretary
"Ear of Corn"**



**Advisor
"Owl"**



**Reporter
"United States Flag"**



**Sentinel
"Shield of
Friendship"**

Some Characteristics for Becoming a Good Officer

- 1. Study the latest edition of the FFA Manual and Student Handbook**
- 2. Promote practices that will assist in making a good chapter.**
- 3. Be regular in attendance at all FFA activities.**
- 4. Know your duties and fulfill them.**
- 5. Be neat in your dress and personal appearance.**
- 6. Use good judgement. Assemble facts and figures before meetings.**
- 7. Acknowledge courtesies extended to you or your chapter.**
- 8. Develop good communication techniques.**

10 Characteristics of a Good Leader

- 1. The leader fosters active participation in the chapter.**
- 2. The leader promotes group cooperation and a desire to “pull together.”**
- 3. The leader obtains essential information for group use.**
- 4. The leader encourages opinions or solutions.**
- 5. The leader stimulates critical thinking and evaluation.**
- 6. The leader welcomes all contributions or suggestions.**
- 7. The leader encourages differences as well as agreement on opinions.**
- 8. The leader is personally neutral on issues, and sees that both sides are considered.**
- 9. The leader attempts to change the behavior of “troublesome participants.”**
- 10. The leader constantly charts or summarizes the progress of the group.**

Lab Sheet

Chapter Officer Duties

Purpose:

1. To understand the various duties of each FFA office.

Materials:

1. Copies of the lab sheet.
2. Writing utensil.

Procedure:

1. Provide each student with a copy of the lab sheet.
2. Have students match the chapter officer with their duties.

- | | | | |
|----|--|----------------|--|
| 1. | | President | A. Prepares the meeting room and cares for chapter equipment and supplies. |
| 2. | | Vice-President | B. Receives and deposits chapter funds.

C. Presides over meetings in absence of president. |
| 3. | | Secretary | D. Presides over meetings according to accepted rules of parliamentary procedure. |
| 4. | | Treasurer | E. Prepares a chapter newsletter and a scrapbook.

F. Releases news and information to local news media. |
| 5. | | Reporter | G. Prepares meeting minutes.

H. Serves as official representative of the FFA chapter. |
| 6. | | Sentinel | I. Keeps the meeting room comfortable. |

7. _____

Advisor

- J. Assumes all duties of the president if necessary.
- K. Issues membership cards.
- L. Collects dues.
- M. Provides guidance for the organization (an adult).
- N. Prepares membership roster and submits dues.
- O. Supervises all committees.
- P. Welcomes guests to FFA meetings.
- Q. Coordinates chapter correspondence.
- R. Sends articles and pictures to National Future Farmer magazine.
- S. Assists with special features and refreshments.
- T. Prepares meeting agenda and minutes.
- U. Works with earnings and savings committee.
- V. Appoints committees and serves as *ex-officio* member.
- W. Works closely with President in coordinating chapter activities.
- X. Prepares a chapter budget.
- Y. Works with local media on radio and television.
- Z. Keeps member attendance and activity record.

Lab Sheet Key

Chapter Officer Duties

1. D,H,V
2. C,J,O,W
3. G,K,Q,T,Z
4. B,L,N,U,X
5. E,F,R,Y
6. A,I,P,S
7. M