

Duties of Henrietta Chapter Officers

President: Stationed by the rising sun

"The rising sun is the token of a new era in agriculture. If we will follow the leadership of our president, we shall be led out of the darkness of selfishness and into the glorious sunlight of brotherhood and cooperation."

1. Memorize relevant speaking parts of opening and closing ceremonies.
2. Preside over meetings according to accepted rules of parliamentary procedure.
3. Appoint committees and serve on them as an ex-officio (non-voting) member.
4. Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities.
5. Represent the chapter in public relations and official functions.
6. Coordinate all officer functions.
7. Write and mail chapter "Thank You" letters
8. Assist other officers as necessary.

Vice President: Stationed by the plow

"The plow is the symbol of labor and tillage of the soil. Without labor, neither knowledge nor wisdom can accomplish much. My duties require me to assist at all times in directing the work of our organization. I preside over meetings in the absence of our president, whose place is beneath the rising sun."

1. Memorize relevant speaking parts of opening and closing ceremonies.
2. Assume all duties of the president if necessary.
3. Develop the Program of Activities and serve as an ex-officio (non-voting) member of the POA committees.
4. Keep the Program of Activities up-to-date and publicized.
5. Coordinate all committee work.
6. Work closely with the president and advisor to assess progress toward meeting chapter goals.
7. Establish and maintain a chapter resource file.
8. Assist other officers as necessary.

Secretary: Stationed by the ear of corn.

"I keep an accurate record of all meetings and correspond with other secretaries wherever corn is grown and FFA members meet."

1. Memorize relevant speaking parts of opening and closing ceremonies.
2. Prepare and post the agenda for each chapter meeting.
3. Prepare and present the minutes of each chapter meeting and officers meeting.
4. Place all committee reports in the designated area
5. Be responsible for chapter correspondence.
6. Maintain member attendance and activity records.
7. Assist other offices as necessary.
8. Have on hand for each meeting:
 - a. Official FFA Chapter Secretary's Book including minutes of the previous meeting.
 - b. Copy of the Program of Activities including all standing and special committees.
 - c. Official FFA Manual and the *National FFA Student Handbook*.
 - d. Copies of the chapter constitution and bylaws.

Treasurer: Stationed at the emblem of Washington.

"I keep a record of receipts and disbursements just as Washington kept his farm accounts-carefully and accurately. I encourage thrift among the members and strive to build up our financial standing through savings and investments. George Washington was better able to serve his country because he was financially independent."

1. Memorize relevant speaking parts of opening and closing ceremonies.
2. Assist with recording and depositing FFA funds and issue receipts.
3. Present monthly treasurer's reports at chapter meetings.
4. Assist with the collection of dues and special assessments.
5. Balance activity account and assist with financial reporting
6. Prepare and submit the membership roster and dues to the National FFA Organization in cooperation with the secretary.
7. Serve as chairperson of the earnings and savings committee.
8. Assist other offices as necessary.

Reporter: Stationed by the flag.

"As the flag covers the United States of America, so I strive to inform the people in order that every man, woman and child may know that the FFA is a national organization that reaches from the state of Alaska to Puerto Rico and from the state of Maine to Hawaii."

1. Memorize relevant speaking parts of opening and closing ceremonies.
2. Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
3. Release news and information to local and regional news media.
4. Send articles and photographs to all relative media outlets as possible.
5. Work with local media on radio and television appearances and FFA news.
6. Serve as the chapter photographer
7. Coordinate and supervise the publication of an annual Chapter Video.
8. Assist other offices as necessary

Sentinel: Stationed by the door

"Through this door pass many friends of the FFA. It is my duty to see that the door is open to our friends at all times and that they are welcome. I care for the meeting room and paraphernalia. I strive to keep the room comfortable and assist the president in maintaining order."

1. Memorize relevant speaking parts of opening and closing ceremonies.
2. Assist the president in maintaining order.
3. Keep the meeting room, chapter equipment and supplies in proper condition.
4. Keep the meeting room comfortable & welcome guests and visitors.
5. Take charge of candidates for degree ceremonies.
6. Plan and organize chapter meal functions &/or refreshments.
7. Prepare meeting supplies (pencils, ballots, make copies of handouts, etc...)
8. Assist other offices as necessary.

Advisor: Stationed by the owl

"The owl is a time-honored emblem of knowledge and wisdom. Being older than the rest of you, I am asked to advise you from time to time, as the need arises. I hope that my advice will always be based on true knowledge and ripened with wisdom.

1. Memorize relevant speaking parts of opening and closing ceremonies.
2. Inform prospective students and parents about the FFA.
3. Instruct students in leadership and personal development.
4. Build school and community support for the program.
5. Encourage involvement of all chapter members in activities.
6. Prepare students for involvement in contests and awards programs.
7. Assist with maintenance of chapter Website
8. Assist other offices as needed.