

2017-2018 STATE OFFICER HANDBOOK AND GUIDE

Wyoming FFA Association



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Tentative Schedule of Events

**This is only an outline, more detailed dates will be given to each elected officer.

New State Officer Luncheon	April 8, directly to follow last session
Orientation and BLAST OFF Training	May/June, TBD
Wyoming FFA Leadership Camp	June 13-17, Lander (First Session) June 20-24, Lander (Second Session)
NLCSO Training	June 25-29, Cody
State President's Conference (President & Vice President only)	July 24-28, Washington D.C.
Wyoming State Fair	August 12-20, Douglas
Planning Meeting	Sept, TBD
Chapter Visits	Sept-January (As arranged with teachers)
Black Tie Blue Jean Ball	TBD
National FFA Convention	October 22-29, Indianapolis
FIRE/CPC Conference	November TBD
Planning Meeting/Conference Call	December, TBD
Advocacy Week, Industry and Partner Meetings	January TBD (2 days)
Advocacy Week	January 21-28
FFA Week	February 17-24, 2018
Planning Meeting	February & March, TBD
State FFA Convention Planning	April 6-10, Cheyenne
State FFA Convention	April 11-14, Cheyenne

In addition to the scheduled events, State Officers should be aware of other obligations and invites that may arise from chapters. State Officers will spend many hours of their own time on planning, correspondence, etc.

State Officer Job Description

The primary responsibility of a State FFA Officer is to serve the Wyoming FFA Association in local, state and national activities in a way that will inform, motivate and inspire FFA members, advisors, state staff, teachers and others to achieve the mission, strategies and core goals of the organization.

State Officers serve under the supervision of the State FFA Advisor and the State FFA Board of Directors in accordance with official policy and budget limits.

Responsibilities include:

- Adhere to the State FFA Officer Policies of the State FFA Association and follow through with those activities agreed to in the State FFA Officer Behavior and Dismissal Policy.
- Participate in training, orientation, continual self-improvement and evaluation of activities as directed by the State FFA Advisor.
- Represent the State FFA Association at local, state, and national activities as scheduled by the State Staff.
- Balance and prioritize officer duties with personal and academic time.
- Consult with college advisor and State Advisor on college class schedule to help balance classes and FFA duties, especially in the Fall semester.
- Provide quarterly grades to State FFA Advisor. Grades and information will be kept confidential. This is to ensure Officers are balancing school and their year of service.
- Develop positive relationships with FFA members, advisors, staff, sponsors and the public.
- Stay up to date on agriculture, agribusiness and agricultural education facts and issues.
- Plan, prepare, read, study, listen, and practice to continually improve public speaking skills.
- Plan, prepare and conduct Chapter Visits to the chapters you are assigned.
- Communicate with advisors about specific visit details.
- Participate in planning and presenting for the CPC conference.
- Participate in State Fair working shows, plan member meeting and silent auction.
- Participate in personal performance review with State and Local FFA Advisor.
- Participate in visits to business and industry as directed by the State FFA Advisor working in cooperation with the State FFA Foundation staff.
- Participate in local chapter banquets and activities as invited by local chapter advisors.
- Participate in planning, preparing and conducting the State FFA Convention.
- Prepare and submit mileage reports.
- Be well versed with technology and computers. Must be able to communicate via email.
- Develop and exercise an awareness and sensitivity to diversity amongst FFA membership and the general student population.
- Be a servant leader, work well with a team, and strive to improve our organization.
- Perform other duties as instructed by the State Staff.

State Officer Dismissal Policy

State Officers, Parents, and their Advisors will be asked to sign the State Officer Dismissal Policy & Agreement.

All policies will be strictly enforced.

The following are offenses that **will cause dismissal** from State FFA Office:

- A. Any use of alcohol under the age of 21 is prohibited by law. During your year of service to the Wyoming FFA Association, a Wyoming FFA State Officer is expected to act in a responsible manner at all times.
- B. Any use and/ or supply of controlled substances (drugs), not under direction of a physician.
- C. Inappropriate posts/photos on social media which may include but not limited to alcohol, drugs, sex or promoting illegal behavior or profanity.
- D. Participation in any illicit or promiscuous acts.
- E. Commission of any felony against the laws of State or Nation.
- F. Any officer who does not reside in Wyoming.
- G. Other violations of State Officer Commitment and Responsibility Policy or irresponsible behavior so identified that may be acted upon by the State FFA Board of Directors, which may also include unexcused absences from meetings.

The above apply to any FFA activity (official or unofficial) or membership involvement by the State FFA Officers, individually or as a group.

If any of the above violations occur, the state officer or officers will be asked to appear before the entire State FFA Board of Directors to give a complete explanation of the incident which occurred. The State FFA Board of Directors will then rule on a dismissal or consequences of the officer or officers involved. In the event the state officer in question is from the chapter of one of the board members, that board member will turn their vote over to the alternate board member from his/her region.

I certify that I have reviewed and understand the Wyoming FFA Policy concerning behavior and dismissal of officers of the State FFA Student Organization.

Signature of State Officer Candidate

Date

Signature of Parent or Guardian

Date

Signature of Chapter Advisor

Date

State Officer Commitment & Responsibility Policy

Candidate's Initials	Parent's Initials	PERSONAL RESPONSIBILITY AND CONDUCT
_____	_____	Accept personally the "FFA Code of Conduct and Ethics" and attempt at all times to reflect favorably upon the organization represented and the State FFA Officer team.
_____	_____	Forego all alcohol and illegal substances at all times during my year of service to the FFA.
_____	_____	Cohabitation by members of the opposite sex is prohibited, except for cases of immediate family members.
_____	_____	Be unwed, nor be the father or mother of a child at the time of serving as a State Officer. Further understood that I will resign my office if there are any changes in marital or parenthood status.
_____	_____	Officers will not have physical or dating relationships with other FFA members or State Officers during their year of service.
_____	_____	Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
_____	_____	Use wholesome and appropriate language in all speeches and informal conversations.
_____	_____	Wear the FFA jacket as described in the Official FFA Manual - "The Proper Use of the Official FFA Jacket."
_____	_____	Maintain proper dress and good grooming for all occasions both in official dress and in casual dress.
_____	_____	Conduct myself in a manner, which commands respect without any display of superiority.
_____	_____	Maintain my dignity while being personable, concerned and interested in contacts with others.
_____	_____	Avoid expressing personal opinions regarding political or controversial problems when representing the Wyoming FFA Association.
_____	_____	Treat all FFA members equally by not favoring one over another.
_____	_____	Accept the dismissal policy.
_____	_____	Live and/or go to school in Wyoming.
_____	_____	Be professional at all times when taking part in any social media (including my personal accounts on Facebook, Twitter, Instagram, Snapchat, etc.) and that I portray a positive image of myself and Wyoming FFA.
_____	_____	Will not be used in marketing or advertising other than for the Wyoming FFA Association or Wyoming FFA Foundation.

		PERSONAL GROWTH
Candidate's Initials	Parent's Initials	
_____	_____	Evaluate, periodically, my personality and attitudes making every effort to improve myself.
_____	_____	Accept and search out constructive criticism and evaluation of my total performance.
_____	_____	Regularly, and promptly write all letters, thank-you notes and other correspondence.
_____	_____	Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
_____	_____	Become knowledgeable of agriculture, education in agriculture/agribusiness and of FFA, as well as keep up-to-date on current events.
_____	_____	Accept and search out constructive criticism and evaluation of my total performance. As well as self-evaluate my personality and attitudes, making every effort to improve myself throughout the year of service.
_____	_____	Be an active participant in a personal performance review conducted during State Fair with State Advisor and local FFA Advisor.
_____	_____	Submit quarterly grades to State FFA Advisor

		SERVICE TO FFA
Candidate's Initials	Parent's Initials	
_____	_____	Be willing to commit the entire year to state officer activities.
_____	_____	Be willing and able to travel in serving the Wyoming FFA Association.
_____	_____	Attend and participate in all events and activities outlined in the calendar.
_____	_____	Speaking whenever available at chapter banquets or events upon invitation of chapter advisor.
_____	_____	Attend any sponsor, business, or industry visits with the Wyoming FFA Foundation.

		COOPERATION WITH OTHERS
Candidate's Initials	Parent's Initials	
_____	_____	Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults.
_____	_____	Serve as a member of the team, always maintaining a cooperative attitude.
_____	_____	Be willing to take and follow instructions as directed by those responsible for State Officers and State and National FFA programs.
_____	_____	Notify State FFA Advisor of all invitations you are asked to attend on behalf of the Wyoming FFA Association.
_____	_____	Careful memorization of the parts assigned in State Convention ceremonies and attention to other duties assigned.

I have read and understood the State Officer Commitment and Responsibility Policy. I will carry out my responsibilities in accordance with these statements and understand that I can be removed from office by the Wyoming FFA Board of Directors if I do not satisfactorily follow these established standards and policies.

Required Signatures

All signatures listed below are REQUIRED to be eligible for State FFA Office.

I _____ have read the Wyoming FFA Association Dismissal Policy and the Commitment and Responsibility Policy and verify that I will complete all of the expected activities and abide by the expected policies of a State FFA Officer if elected.

Candidate Signature _____

I _____ have read the Wyoming FFA Association Dismissal Policy and the Commitment and Responsibility Policy, and the expected activities for the State FFA Officers and verify that my son/daughter is able to complete the expected activities and abide by the expected code of a State FFA Officer if elected.

Parent/Guardian Signature _____

Authorization for Release of Officer Conduct to Parents/Legal Guardians

I authorize the State FFA Advisor to release any and all information relating to my conduct to the person(s) named below. My authorization remains in effect until I retire from my office.

Name of parents/guardians: _____

Officer Signature:

Date:

State Officer Benefits and Expenses

Serving as a Wyoming FFA State Officer has the following benefits:

- The Wyoming FFA Association will purchase clothing items for each officer for official FFA dress, and an embroidered matching team polo shirt.
- The Wyoming FFA Foundation will provide a college scholarship at the end of each officer's term (scholarships will depend on sponsorships).
- The Wyoming FFA President and Vice President will travel to Washington D.C. for SPC conference. Most travel expenses paid.
- The Wyoming FFA Association will pay for travel, lodging and some meal expenses at National FFA Convention in Indianapolis, IN, Wyoming FFA State Convention, Wyoming State Fair, and the FIRE/CPC conference.
- Officers will have the opportunity to travel across the state, meeting new members and networking with business and industry.
- State Officers will be reimbursed for some mileage expenses, depending on funds available through the Association and Foundation.

Officers will need to provide:

- A vehicle in good working condition. Officers will travel many miles during their state officer year and will need reliable transportation. Officers will be encouraged to car pool whenever possible.
- It is encouraged officers have a computer to communicate via email with officer team and state staff.
- Officers are encouraged to have access to a credit card for emergency situations while traveling.
- Funds for traveling expenses.