All Officers -

* Serve as a spokesperson and role model for the South Shelby FFA Chapter.
* Memorize their parts in Opening and Closing Ceremonies
* Have a genuine interest in being part of a leadership team.
* Be able to lead by example.
* Be willing to accept responsibility.
* Strive to attend all chapter functions, including but not limited to, monthly chapter meetings, executive committee meetings, banquet, meetings of any standing or special committee on which he/she serves, recreational activities, special events and activities.
* Wear Official Dress when expected
* Fulfill phone tree responsibilities
* All officers are expected to refrain from participating in, and association with, those activities which are illegal, immoral, unjust or unacceptable for leaders in a school related organization.

President -

* Preside over meetings according to accepted rules of parliamentary procedure.
* Represent the chapter in public relations and official functions.
* Work with fellow officers to plan meetings, set agendas and notify those who may be required to attend the meetings.
* Promote energic activity on the part of chapter members through the display of their own enthusiasm.
* Complete the National Chapter Application
* Make sure that other officers fulfill their duties and responsibilities

1st Vice President

* Assume all duties of the president if necessary.
* Work closely with the president and advisor to assess progress toward meeting chapter goals
* Record and maintain the chapter point system and activities agenda
	+ Activity, Date, and Who attended

Recording Secretary

* Prepare and post the agenda for each chapter meeting
* Keep meeting attendance and keep track of date, names, and attendance
* Issue membership card with member information
* Prepare and present the minutes of each chapter meeting.
	+ Keep a proper record of votes cast - especially on important issues.
* Have available at each regular meeting: minutes of previous meetings,
* Secretary’s Book
* Ceremonies Part
	+ “I keep an accurate record of all meetings”

Corresponding Secretary

* Responsible for all communications and written correspondence on behalf of the chapter.
* Keep a proper file of copies of all outgoing and incoming correspondence.
	+ Send invitations and thank you’s
* Prepare all program booklets
* Responsible for committee lists.
* Place all committee reports in the designated area
* Have available at each regular meeting: a record of commitees and their past reports
* Publish a chapter newsletter
* Secretary’s book
* Ceremonies Part
	+ “And correspond with other secretaries wherever corn is grown and FFA members meet.”

Treasurer

* Present monthly treasurer’s reports at chapter meetings.
* Request these from Rhonda the day of a meeting.
* Assist in collecting dues and strive for 100% membership
* Prepare and submit the membership roster and dues to the NAtional FFA Organization in cooperation with the Advisor
* Serve as chairperson of chapter fundraisers committee.
	+ Set chapter goals and tabulate tickets
* Treasurer’s Book

Reporter

* Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.
* Send articles and photographs with news and information to local newspapers.
* Prepare articles for chapter scrapbook.
* Such as chapter and member spotlights
* Send local stories to high school staff bulletin and send to 2nd vice president for web page

Sentinel

* Assist the president in maintaining order
* Keep the meeting room, chapter equipment and supplies in proper conidtion, and place
* Welcome guests and visitors.
* Keep the meeting room comfortable.
* Take charge of candidates for degree ceremonies.
* Obtain refreshments for meetings and events.
* Set up and clean up for events.
* Prepare entertainment after each meeting.

Historian

* Develop and maintain a scrapbook to record the chapter’s history
* Research and prepare items of significance of the chapter’s history
* Prepare chapter powerpoint for FFA Banquet
	+ Include as many members as possible
* Serve as the chapter photographer
	+ Responsible for developing QUALITY Pictures
	+ Maintain photo equipment
* Keep a cumulative file of clippings, pictures, charts, and copies of special programs

Chaplin

* Present the invocation at banquets and other functions.
* Coordinate FFA participation at local area churches during National FFA Week and introduce creed speaker.
* Conduct reflection services at the appropriate events.
* Responsible for a community service activity each month
	+ Such as recruiting members to go on nursing home visits
	+ Neighbors Helping Neighbors
	+ Helping hands of Clarence
	+ Senior Citizens Involvement
	+ Etc.
* Send condolence cards to members and families
* Coordinate funeral attendances

Parliamentarian

* Promote and be a member of the Parliamentary Procedure Team
* Assist in directing the meetings with Parliamentary Procedure