



Idaho State Officer Candidate Handbook

Revised for 2024

January 9, 2024

Dear Idaho FFA State Officer Candidate:

Welcome to the Idaho FFA State Officer Selection Process. The road to becoming a state officer is challenging, yet can be an immensely rewarding and valuable experience. Through your preparation for the selection process, you commit to developing further as a leader, communicator and advocate for agriculture. Now more than ever we need confident leaders ready to grow and serve!

This experience will help you prepare for future careers, educational opportunities, and leadership roles in life. State officers serve the Idaho FFA members, supporters, and advisors on many different levels and make a positive difference in the lives of those they serve. The Idaho FFA Association is looking for highly motivated individuals who are excited to commit to promoting the FFA as their primary focus for their term.

This handbook is intended to provide a basic understanding of the duties and responsibilities of an Idaho State FFA Officer and help you prepare for candidacy. You will find a basic overview of the selection process as well as expectations and commitments you will have if selected. Please thoroughly review all of the enclosed information.

Remember, this handbook is only the beginning! As a candidate, you will need to study Agricultural, Food and Natural Resources (AFNR) Education, SAE, and FFA information, agricultural news and issues, current events, practice interviewing, and develop presentation skills and techniques. It will take your personal commitment and dedication to truly prepare for this process. With the aid of this handbook and your effort in interview preparation and studying, you should have the necessary resources to prepare yourself as the best candidate that you can be. Please know that this handbook is only a resource, and it is important that you seek other avenues to aid in your preparations also.

Finally, take time to prioritize events in which you plan to participate during the State FFA Convention. We **strongly** discourage you from participating in more than one LDE/CDE, as scheduling conflicts may not be avoidable. This is not to discourage you from being a well-rounded FFA member, but it is to be fair to you in all your interests and to the process in its need to screen each candidate fairly and completely. Communicate any proficiency, State Star, State FFA Degree, LDE or CDE participation with the nominating committee adult chair and the CDE superintendent for an event **well ahead** of State Convention as reminded in the application. While the nominating committee chair will try to make one CDE/LDE work, it is NOT ALWAYS POSSIBLE. Keep in mind that missing an interview in the state officer selection process will result in a score of zero for that round, and CDEs and LDEs rules do not allow a participant to leave an uncompleted event and return to finish.

I wish you the very best as you prepare. If you have any questions regarding the responsibilities of state officers or the selection process, feel free to contact me, cleavans@uidaho.edu or 225-253-8813.

Best Wishes,

Idaho FFA State Staff

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State Officer Job Description

The primary responsibility of a State FFA Officer is to serve the Idaho FFA Association in local, state and national activities in a way that will inform, motivate and inspire the over 6,400 FFA members, over 170 advisors, state staff, teachers and supporters to achieve the mission, strategies and core goals of the organization.

State Officers serve under the supervision of the State FFA Advisor, Executive Director, CTSO Manager and the State FFA Board of Directors in accordance with official policies and budget.

Responsibilities include:

- Adhering to the State FFA Officer Policies of the State FFA Association and following through with those activities agreed to in the State FFA Officer Rule of Service.
- Participating in training, orientation, continual self-improvement and evaluation of activities as directed by State FFA Staff.
- Representing the State FFA Association at local, state, and national activities as scheduled by the State FFA Staff.
- Balancing and prioritizing officer duties with personal and academic time.
- Developing positive relationships with FFA members, advisors, staff, sponsors and the public.
- Staying up to date on agriculture, agribusiness and agricultural education facts and issues.
- Planning, preparing, reading, studying, listening, and practicing to continually improve public speaking skills.
- Planning, preparing and conducting Chapter Visits.
- Communicating with advisors about specific Chapter Visit details.
- Participating in planning and presenting District Officer Training (DOT).
- Participating in Summer Outdoor Leadership Retreat (SOLR) and potentially facilitating.
- Participating in visits to business and industry as directed by the State FFA Staff working in cooperation with the Idaho FFA Foundation staff.
- Participating in local chapter banquets and activities as invited by local chapter advisors and approved by State FFA Staff.
- Participating in planning, preparing and conducting the Idaho FFA State FFA Convention.
- Chairing or co-chairing meetings effectively using parliamentary procedure.
- Preparing and submitting expense reports on time.
- Communicating via email and keeping up-to-date with all correspondence.
- Developing and exercising an awareness and sensitivity to inclusion of all in regards to FFA membership and the general student population.
- Being a servant leader, working well with a team, and striving to improve our organization.
- Performing other duties as instructed by the State Staff.

State FFA Officer Key Components

There are many key roles state officers play furthering the work of the Idaho FFA Association. Those who commit their time, energy and passions toward learning, living, and modeling those keys of success will not only honorably complete their term of service; they will move toward excellence personally and professionally.

Below we have outlined some of the key components of the year of service as a state officer.

Be the Brand

State FFA Officers are committed to representing and upholding the FFA brand at all times. This includes communicating the FFA brand, vision, and mission to others as well as communicating key organization messages (agricultural education, supervised agricultural experiences (SAEs), FFA, youth leadership, and agriculture). This requires the state officer to be in their role 24 hours a day, seven days a week for 365 days. As part of the FFA brand, there will be general rules of behavior to follow, including projecting a professional image, using proper etiquette, interacting positively with the media and promoting diversity.

1. Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.
2. Forgo all alcohol, tobacco, vaping, and illegal substances at all times during your year of service to FFA.
3. Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
4. Use wholesome and appropriate language in all speeches and informal conversations with all people.
5. Maintain proper dress and good grooming for all occasions.
6. Be willing to take and follow instructions as directed by State FFA Staff.

Balancing Act

A state officer must also include personal health, wellness, and stress managements as keys to success. As a state officer cares for themselves, mentally and emotionally, they position themselves to fully serve FFA members. Included in this key component are flexibility/adaptability, personal reflection and growth, maintaining relationships with family and friends, keeping a realistic view of self, and preparing to transition after your year of service.

1. Maintain and protect your health.
2. Regularly, and on time (within two weeks of the event), write all letters, thank-you notes, emails and other correspondence.
3. Exercise healthy boundaries with FFA members, students, stakeholders, and advisors.

Step Up to the Chalkboard

Training and experiences in this key will help officers gain confidence in their abilities to take measured risks. To achieve this, a state officer must be committed to trying new things, approaching failure as a learning experience, building team trust and resolving conflict. Being selected as a state officer initiates the process of intense training and growth over the year ahead.

1. Accept and search out constructive criticism and evaluation of your total performance.
2. Through preparation and practice, continue development as effective public speaker.
3. Project a desirable image of FFA at all times.

4. Open your mind to new experiences, learning, and growth.

This is It!

The training and experiences in this area center around life and time-management. An officer should excel in these areas, so that they will be better able to give their full concentration and focus to the present. This includes:

1. Logistical Management (use of computer and technology, appropriate management of travel, completing reimbursement forms properly and timely, excellent communication with teammates and state staff).
2. Meeting Management (creating and following agendas, consensus building, keeping focus)
3. Life Management (prioritizing, meeting deadlines timelines).
4. Financial Management (maintaining personal finances, understanding and following program budgets).
5. Focus (listening and bridging – connecting conversation topics to FFA key messages/programs)
6. Team (understanding roles on team, following the team code of ethics, following the team mission and vision)
7. Be willing to commit the entire year to state officer activities and responsibilities.
8. Be willing and able to travel and serve the Idaho FFA Association.
Consider FFA officer activities to be your *primary responsibility*, ensuring that school is also considered a priority if attending.

Pay it Forward

Service is an important component to an officer's year. The training and experiences in this area will help make service more realistic to you, and will help you approach the year of service with a plan. This includes: focusing on the future value of your current work (business and industry tours, chapter visits, etc.); building strategic relationships/partnerships; treating everyone with respect; facilitating workshops in an engaging manner and teaching towards all learner needs (learning abilities, diversity, etc.).

1. Strive to improve your ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
2. Treat all FFA members equally regardless of faith, race, gender, etc.
3. Conduct yourself in a manner that commands respect without any display of superiority.
Maintain your dignity while being personable, concerned and interested in contacts with others.

Live Above the Line

This key focuses on virtues and behavioral characteristics that should be associated with a state officer. These include responsibility, integrity, keeping promises, speaking with purpose (communicate in a positive, honest and direct way), dealing in a constructive way with difficult people/teammates and seeking win-win solutions.

1. Evaluate, periodically, your personality and attitudes, making every effort to improve yourself.
2. Serve as a member of the team, always maintaining a cooperative attitude.
3. Work in harmony with fellow FFA officers and state staff.
4. Never willingly engage in conversations detrimental to other FFA members, officers and adults.

Learning for Life

This key focuses on the importance of learning several subjects throughout the officer year. Developmental topics will include communicating about agricultural education, the history and

foundations of FFA and the future directions of FFA, the Department of Agriculture, Department of Education, etc. In addition, State FFA Officers will learn advanced workshop and speech design and delivery methods. Growing your knowledge of yourself and team members will allow the officer to perform more efficiently and effectively.

1. Become knowledgeable of agriculture, education in agriculture/agribusiness, and FFA.
2. Remain up-to-date on current events.
3. Continually update yourself on parliamentary procedure knowledge, and keep a working ability of parliamentary procedure.

Fuel the Fire

This key focuses on passion. A state officer will discover and then build upon their personal interests and passions. The officer will use the team's passions to develop themes and will learn to share their passion by building individual and team relationships with State FFA Staff and teachers, as well as through effective delivery of speeches and keynote addresses.

Be in the Loop

Nearly everyone has heard the phrase "communication is key." In the life of a state officer, this concept could not be truer as it not only applies to teaching concepts and ideas through workshops and speeches, but when discussing schedules, issues, the status of tasks to be accomplished, events that state staff and teammates need to be aware of, etc. Communication with fellow state officers, the State Executive Director, CTSO Coordinator, State Advisor, agricultural educators, stakeholders, and students is crucial. A friend of a state officer cannot help them if they don't know the situation.

1. Utilize and keep up-to-date resources such as Gmail, Google Calendar, etc.
2. Respond to all correspondence in a timely manner.
3. Keep the State FFA Staff informed of situations and changes.
4. Be in constant contact with all involved to ensure efficiency and quality of work.
5. Keep all social media sites professional and respectable, as you are the face of the association during your year.

Official Dress Guidelines

1. Proper official dress will be followed as per National FFA Official Dress Guidelines.
2. Pants and skirts need to be black – not faded or grey in appearance.
3. Skirts need to be at the knee or below, ensuring they fit properly and they should hang straight, not too fitted. Consider you will be carrying luggage, climbing onto chairs while facilitating, rushing up and down stairs, and need to be free of worry about skirt tightness.
4. Skirts must be straight and professional looking – no ruffles, high-cut slits, etc.
5. When wearing slacks they need to be to the ankle bone or longer and not be tightly fitted. Ask state staff for help.
6. Nylons need to be black (Team decides which design to match for the year).
7. Shoes are to always be polished and clean. When wearing black dress shoes that lace up or a men's type loafer with slacks, black dress socks shall be worn. When wearing heels or pumps, black nylons are required. Heels should be worn with skirts unless state staff approves black professional flats in particular situations.
8. White shirts need pointed collars. Rounded collars are difficult to wear with the scarf or tie properly. Men's type white shirts are best for everyone because the collars are full size and stiff. Stores have staff who can help ensure proper fit, especially the neck size.
9. Officers must have an appropriate haircut that looks neat and professional without facial hair.
10. Females must have an appropriate hairstyle that looks neat and professional.
 - Any barrettes or hair accessories need to complement official dress. Please be conservative with these accessories.
 - It is best to have hair out of your face and sometimes easiest to pull it up or back from the face.
11. Use jewelry in moderation. Earrings should not have a theme or color other than gold or silver. They should be small and professional. Check with State FFA Staff for ideas and recommendations.
12. Each State FFA Officer will display their office with a pin as well wear the State FFA Degree on a chain hanging from jacket, skirt or pants.
13. Keep all clothing wrinkle and lint free. Bring along an iron or steamer and a lint brush/roller if necessary.

*Please be aware of your appearance. Make sure shirts are tucked in, scarves and ties are in place, jackets are zipped, etc. You are representing the image of Idaho FFA. Look sharp!

State FFA Officer Regalia and Items Needed and Supplied

After election, the following items will be provided to each officer

- An Official FFA Association Jacket
- One official FFA tie or scarf
- Officer pin for FFA Jacket, two at no cost
- Adequate supply of official stationery, envelopes
- FFA thank-you notes as requested by officer
- Through a special project of the Idaho FFA Foundation, you may receive a stipend to use towards purchase of official dress items that the team agrees upon
- Through a special project of the Idaho FFA Foundation, you will receive at least two business casual personalized shirts.

These items must be supplied by the state officer

If an officer cannot find resources for the purchase of these items, please notify state FFA staff so they may help.

- Three white shirts or blouses
- Two black pairs of slacks or skirts
- One pair of black dress shoes for men or one pair of black dress heels for women
- One pair of khaki pants
- State FFA Degree charm

State Officer Responsibilities and Commitments

State officers travel many miles throughout the year representing the Idaho FFA Association. They spend many hours preparing workshops, writing workshops and speeches and corresponding with members and advisors. Officers receive training from State and National FFA that helps develop their leadership and presentation skills and offers excellent hands-on education and training for young people.

In addition to the scheduled events, State Officer candidates should be aware that extra events throughout the year may arise. These could include activities put on by local chapters, meetings, and other events. State officers also spend a great deal of time communicating with teammates, returning correspondence, writing thank you notes and letters and planning for upcoming events and workshops.

Specific Descriptions of State Officer Activities

State FFA Officers **MUST** participate in the activities listed below.

(See the State FFA Officer Application for the latest calendar of events.)

Base Camp – April – Shortly after election, officers will come together for a five-day training focusing on personal growth and the basics of being a state officer. Workshops given by state and national staff. Includes meetings with additional Idaho FFA stakeholders.

State Career Development Events (State CDEs) – June – A four-day event hosted, facilitated by the University of Idaho, to run numerous state CDEs. Officers greet members, deliver workshops, emcee awards session and opening session, and assist university staff in running events.

Business and Industry Visits (B and I's) – Anytime in the year – Throughout the year, officers will work with the State FFA Foundation Executive Director and State FFA Staff to attend visits with key businesses and business people to keep good relationships with those stakeholders. Officers not only learn about the companies they visit, but offer thanks for the support given by the company and foster partnerships.

Checkpoint 1 – June or July – State officers continue national FFA training led by national FFA facilitators, sometimes with other states' FFA officers.

State Officer Summit–July – A five-day seminar for the state officers to represent the Idaho FFA Association in beginning the delegate process for the National FFA Convention and engaging the team in more advocacy and leadership training in Washington, DC.

Simplot Commodity Tour – Summer– A week-long tour of some of Simplot's Idaho businesses and facilities guided and sponsored by the JR Simplot Company.

Joint Student Leadership (JSL) Training – Summer – A four-day conference in Boise attended with the state officers from all the Idaho Career and Technical Education Student Organizations.

District Officer Trainings (DOT) – June or July – Officers (in teams of two) prepare and present 2-3 day conference for district officers. Leadership, personal, and communication skills are considered key for these trainings.

BASIC Conferences – CTE-designed conference in several locations September -October on a Sunday through Monday. Officers help Sunday night and Monday morning and then facilitate 4 hours of workshops on Monday.

Summer Outdoor Leadership Retreat- June or July- Rustic camp environment where FFA members from across Idaho spend 4-5 days engaged in leadership activities.

Chapter Visits - September-January – Chapter visits take up the majority of the year. Officers will be expected to set up and attend designated chapter visits. Chapter visits will normally entail presentation of multiple workshops per day on topics such as leadership, teamwork and FFA opportunities.

National FFA Convention – *October to early November*– Four of the state officers) will serve as a voting delegate at the National FFA Convention. As a delegate, each officer has the responsibility to represent Idaho on issues concerning FFA on the national level. The sixth state officer will be in charge of other activities such as Idaho Night, Flag Bearing, and other activities assigned by state staff.

Winter Retreat – *November or December* – State officers spend three days with State FFA Staff writing scripts, recording audio and video pieces and other planning items for SLC.

Mid-Winter Meetings – *January* – State Officers join the Mid-Winter meeting for IATA and the Idaho FFA Board of Directors. Delegate issues, state conference assignments and responsibilities, nominations for certain state awards, and reports for what is and will be happening in the year are the main items on the agenda.

Cenarrusa Luncheon– *late January* – The team delivers a program developed by the State Office in conjunction with the Northwest Agricultural Cooperative Council to legislators, stakeholders and students at the Cenarrusa Day on the Hill Luncheon. Visits to the Governor also normally occur at this event.

Gem State Leadership Conference- *3-4 days in each January, February and March-* State officers learn a curriculum and then facilitate 1 to 3 GSL conferences in Southwest Idaho, Eastern Idaho and Northern Idaho.

Capstone or Checkpoint #2- *February/March-* State officers are guided through a curriculum designed to help them look ahead to life after state FFA office and discover how to use their experiences from FFA as they set goals for career, education and servanthood.

Chapter Banquets – *March-June* – State Officers receive requests to address FFA banquets. The officer's duties may vary from bringing "Greetings" to being the keynote speaker. It's important for officers to meet and interact with parents, school officials, sponsors and FFA members.

Convention Preparation – *March* – Rehearsals of all elements of SLC as well as any additional prep work needed.

State FFA Convention – *First week of April* – State officers are a vital part of the State Convention as they assist in planning, preparing and conducting this highlight event of the year.

Other State FFA Conventions- It is possible Idaho FFA State Officers will be requested to participate in other states' conventions. Usually the requesting state covers housing and meals while the Idaho state officer attends, but not always. It is up to the Idaho state officer to cover their own travel in most cases.

Other responsibilities throughout the year for State Officers include:

Thank You Letters – This is an absolute must. State Officers are given names and addresses of people and companies to thank throughout the year. Correspondence with sponsors and advisors is vital to the longevity of the association.

Social Media – Officers will be responsible for posting about their experiences, travels and opportunities throughout the year. It will be a priority to post about the members in Idaho also. These posts will be seen by members, advisors, supporters and others throughout the state, and as such should be kept professional and appropriate.

State Officer Class – A weekly meeting with the State Officers, State FFA Staff, and guests to get the team ready for meetings and events, as well as provide opportunities for leadership and speaking training.

Commodity Group and Stakeholder Meetings – Throughout the year, commodity groups and other friends of the Idaho FFA often invite State Officers to come to their meetings and conventions to serve as hosts and/or parliamentarians. Attending these meetings is not mandatory, and is attended by those closest to the event. These include but are not limited to the Idaho State School Board Association (ISBA) Convention, United Dairymen of Idaho Annual Meeting, Idaho Cattlemen Association Convention, , etc. Some of these organizations request a state FFA officer to serve as a parliamentary procedure consultant for events.

In addition to the activities and events highlighted above, officers should be prepared for the day-to-day work of being a state officer. While these are the major events and activities of the year, officers will be required to keep up with correspondence to advisors, staff and others, communicate on a regular basis with the State FFA Executive Director, CTSO Manager and Advisor, and be available for team meetings and activities throughout the year. Officers will need to keep up with their own scheduled and be prompt in planning chapter visits. Additionally, officers will need to be able to communicate with teammates on a regular basis to ensure progress is being made and to plan workshops and events. If attending school, grades must be kept up in order to attend events as it is a privilege to serve as an Idaho FFA State Officer.

Idaho FFA Association 2024-2025 State FFA Officer Calendar of Events

The following events State Officers are required to attend and include travel dates when possible. Highlighted items are not yet confirmed.

April	14-21	Base Camp	National FFA Training for State Officers	Cascade, ID
June	1-4	Checkpoint 1	State Officer Checkpoint 1	TBA
June	4-7	State CDEs	State Level Career Development Events	Moscow, ID
June	10-13	JSL	CTE Joint Student Leadership Conference	TBA, ID
June	17-20	Board Meeting	Idaho FFA Association Board of Directors Meeting	TBD, ID
Jun/Jul	5 days	Simplot ID Ag Tour	Agriculture and commodity tour of Idaho	E. and S. Idaho
July	12-16	DOT	District Officer Training, Cascade Lake 4-H Camp	Donnelly, ID
July	12-16	SOLR	Summer Outdoor Leadership Retreat	Donnelly, ID
July	20-27	Summit	Leadership Summit for Sate Officers	Washington, DC
Sept	2 days	CTE BASIC	Statewide CTSO Conference (2 State Officers)	Twin Falls, ID
Sept	2 days	CTE BASIC	Statewide CTSO Conference (2 State Officers)	Idaho Falls, ID
Oct	TBA	U of I Ag Days	University of Idaho Ag Days	Moscow, ID
Oct	TBA	CTE BASIC	Statewide CTSO Conference (2 State Officers)	Coeur d'Alene, ID
Oct	2 days	CTE BASIC	Statewide CTSO Conference (2 State Officers)	Boise, ID
Oct	TBA	State Range	State Rangeland Management CDE	Southeast Idaho
Oct	TBA	State Soils	State Land and Soil Evaluation CDE	Burley, ID
Oct	20-27	National FFA Convention & Expo		Indianapolis, IN
Nov	TBA	Winter Planning	Early Planning for 2021 State Convention	Treasure Valley Area
Jan	1-2 days	Mid-Winter IATA and Idaho FFA Board Meeting		Boise, ID
Jan	up to 18 days	ILSSO	International Leadership Seminar for State Officers	TBA
Jan	TBA	GSL/Cenarrusa	Leadership Conference/Cenarrusa Legislative Luncheon	Boise, ID
Jan/Feb		GSL	Gem State Leadership Conference Eastern Idaho	Pocatello, ID
Jan/Feb	TBA	GSL	Gem State Leadership Conference North Idaho	Coeur d'Alene
Feb	TBA	Capstone	National FFA Training for State Officers	TBA, Idaho
Mar	TBA	GSL	Gem State Leadership Conference Northern ID	TBA
March	TBA	Convention Prep	Final preparation and rehearsals for State Conv.	Cascade or Boise, ID
April	1-6	State Convention	State FFA Convention	Twin Falls, ID

Highlighted dates are yet to be confirmed. And all dates subject to change!

Chapter visits occur predominantly during September and October prior to National Convention with some possible in November and even later for rescheduled visits or additional visits. Officers will need to be able to clear multiple 4 to 7 day blocks of weekday time to visit chapters within assigned districts.

This calendar image has been added so you may have a one year snapshot of your commitment of time and service to Idaho FFA members. Items with red are confirmed dates that officers are required to be available. Items with blue are also required events, but they are not yet confirmed this early, and most of those dates are so you will recognize the potential dates of chapter visits. Not every officer will be required for every date with blue, but some will. Many of the fall dates with blue are chapter visits, and the days in early January are projected dates for National FFA's International Leadership Seminar for State Officers (ILSSO), and this is an optional self-funded event officers may apply for through National FFA with state staff approval. Dates are subject to change. Additionally, April 2024 will contain the three days prior to convention and potentially one additional night after convention as part of the required schedule. This information is also included in the State Officer Application.

2024 - 2025

April

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July

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September

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October

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November

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Eligibility and Application Procedure

Eligibility

- Each candidate must be a dues paying FFA member while serving as a candidate and remain a member for their entire term of service
- Each candidate must have obtained his or her State FFA Degree or be receiving it during the State Leadership Conference when he/she will run for state office.
- Each candidate must schedule to attend and participate in the entire Idaho FFA State Leadership Conference while running for state office.
- Each candidate must submit the State FFA Officer Application to the Idaho FFA Association, submitted by the deadline.

Application Procedure

- Confirm candidacy for the State FFA Degree if not obtained prior to the conference in which he/she will run for state office.
- Complete the State Officer Application.
- Obtain all signatures, recommendations, and other required information on the State Officer Application.
- Complete the State Officer Application and submit as required
- Adhere to directions in the application for all submission requirements
- Attend the selection process as outlined in the letter from Idaho FFA State Staff and adult coordinator of the nominating committee.

Guiding Principles of the State Officer Selection Process

The primary goal of the Idaho FFA State Officer Selection process is to select the best student representatives for the Idaho FFA Association.

Selecting a team of officers to represent the Idaho FFA Association for an entire year is no easy task. The process is more rigorous and comprehensive than most interviews you will encounter in your professional life. Therein lies a tremendous opportunity for personal growth. Preparation for the process begins well in advance of State FFA Convention and encompasses much of what you have learned since you joined FFA. One thing is certain; the process will certainly provide an adequate test of your ability to serve in the required state officer capacities. Candidates are evaluated in a number of different ways that all test their ability to serve as a leader and officer of the Idaho FFA Association. It may be cliché, but ask most any past state officer and they will express a key component to your success: **Stay true to yourself!**

The interview process will encompass a number of different styles of interviews and methods to test the candidate's ability to serve as a state officer. Each of the potential types of rounds is outlined below to give you a better understanding of the process. The selection process can be administered in many different ways, but the following information is intended to add clarity to potential interview formats that may be used. Additionally, eight key competency areas will be used to evaluate candidates on their potential to serve as an Idaho State FFA Officer. While these competencies will not be the deciding factor in selecting the state officer team, they may help in the advancement and deliberation process.

Competency Areas

To aid the nominating committee in selecting a group of officers according to the guidelines established by the Constitution and Bylaws of the Idaho FFA Association, state officer candidates will be evaluated on their skill/ability in these eight key competency areas.

- Communication – Demonstrates the effective use of various forms of communication, i.e., non-verbal, listening, written, speaking, and facilitation to convey a message in both large group and one-on-one settings.
- Teamwork – Demonstrates the ability to work in a team setting, values diversity of opinion, works to be inclusive in the process and is willing to put others above self.
- Areas of Knowledge – Demonstrates the ability to articulate the systemic nature of food, fiber, agricultural and natural resources issues, FFA, educational issues and all respective current issues. Possesses parliamentary procedure knowledge and experience with the ability to run a meeting efficiently and competently.
- Organization – Demonstrates the ability to see the big picture, break large projects into small tasks, appropriately prioritize multiple demands and use time management and organizational tools to produce quality results by identified deadlines.
- Character – Displays a disposition that is genuine, responsible, honest, mature, confident, respectful and positive in nature.
- Passion for Success – Displays personal attributes that are courageous and passionate while carrying out the FFA mission with contagious enthusiasm.
- Influence – Demonstrates the ability to influence others through modeling expectations, building relationships and growing the organization.
- Critical Thinking – Demonstrates the ability to seek solutions and resources when finding information.

These competencies provide for evaluation of state officer candidates and their ability to represent the Idaho FFA Association. The nominating committee should evaluate all candidates equally based upon their skill/ability in each of the eight competency areas. A scoring system will not be provided to members of the nominating committee for the purpose of choosing a slate of officers. However, each nominating committee member will provide a rank 1-5, with one being poor and 5 being excellent, for each individual candidate in each of the eight competency areas. Should a scoring system be implemented throughout the interview process, its results should only be used to aid the committee in its determination of a state officer team. The intent of the evaluation areas is to provide direction for nominating committee to refer to during discussion and deliberation when determining an individual's ability to represent the Idaho FFA Association as a state officer.

Outline of Possible Interview Formats

The state officer selection process will consist of multiple interview rounds and activities each year in order to get a well-rounded understanding of each candidate. State FFA Officer Applications are reviewed and scored before the process begins. The nominating committee will administer a minimum of five of the below rounds to create a thorough interview process. The committee also references State FFA Officer Applications as needed. The committee reserves the right to choose which of the below rounds they will conduct and the number of rounds conducted above the minimum of five.

Test – State officers must consistently demonstrate an understanding of key issues related to agriculture, FFA and the Idaho education system. While some of this knowledge may be demonstrated by asking quality questions and carrying on informed conversations rather than “knowing facts,” it is still important that officers come in with a base understanding of core issues and facts related to these three areas of knowledge. Thus, a written exam consisting of multiple choice questions and/or short answer questions may be administered to allow candidates to demonstrate evidence of this desired knowledge set.

Writing – All candidates will have a uniform time to complete a written essay, paper, blog, or any other form of written communication deemed appropriate and relevant to the duties of a state officer. Such topics of written communication shall include agriculture, FFA or agricultural education. The purpose of the writing exercise is focused on the candidate’s ability to convey knowledge and understanding in a different way than allowed through multiple-choice questions. Written exercise also measures the candidate’s ability to develop and convey a message in a grammatically correct, clear and logical manner.

One-on-One – This round will consist of 13 interviews (10 with FFA members of the committee and 3 with adult committee members), each with a different member of the nominating committee. The interview is focused on two objectives. First, this is an opportunity for individual committee members to develop rapport and get to know candidates in a one-on-one setting. Secondly, this will provide an opportunity for evaluation in a candidate’s ability/skill in the evaluator areas through follow-up questions.

Stand and Deliver – This round allows candidates to express their talent in the areas of communication, problem solving, time management, knowledge, etc. The round will consist of a uniform speaking opportunity provided to candidates. Such activities may include, but are not limited to a prepared speech, extemporaneous speech, and/or the delivery of a specified written excerpt. The committee will also select the context in which the communication will be delivered. Details about the specific topic chosen and the context will be provided to candidates at the discretion of the committee. This can include social media or recorded assignments.

Facilitation – The purpose of this round is to evaluate the candidate’s ability to plan and facilitate a portion of a presentation/workshop deemed appropriate and relevant to the duties of a state officer. Candidates will be given facilitation practicum about a topic chosen by the nominating committee. It will be the candidate’s responsibility to use the materials provided for them to plan, craft and implement appropriate methods for engaging others and addressing the issue or topic of the practicum. Please note that this round may not involve a student audience.

Stakeholder – The purpose of this round is focused on evaluating the candidate’s demonstration of the effective officer evaluators while carrying on a conversation and/or interaction regarding key issues related to a stakeholder. Stakeholders during this round may include: administrators, agriculture instructors, business/industry leaders, teacher educators, sponsors, media and parents. All scenarios must be uniform among candidates; however the scenario may allow the committee/stakeholder to interject specific follow-up questions to prove the candidate’s understanding.

Group Setting – This round will test the candidate’s ability to interact with other candidates and the nominating committee while providing answers/solutions to problems or questions presented by the committee. Candidates will be evaluated based upon their personal responses to proposed problems or questions and their interactions with other candidates in the interview room.

Personal – The purpose of this interview is to ask a set of questions developed by the committee to address evaluators such as character, passion for success and influence. Each candidate will have time allotted with all twelve of the committee members. During this time, committee members will ask questions related to the competencies for state officers and the candidate’s ability or desire to serve as an Idaho State FFA Officer.

Media- This may be a social media post, video, blog, radio interview, or recorded audio piece. It may be assigned as an individual or group activity.

Social Media- Candidates may be assigned a prompt to which they must create a social media piece, blog, or video. Video production skills are not required.

Parliamentary Procedure- The committee may select to assess candidates’ workable parliamentary procedure knowledge through a scenario in which a candidate has to perform certain functions necessary to chair a meeting confidently. Additionally, the committee may ask questions to assess parliamentary procedure knowledge.

The Nominating Committee

The Nominating Committee is responsible for interviewing and evaluating candidates based on the competencies and interviews listed above. The committee consists of ten student members, one FFA member nominated from each district. There may sometimes be less than ten students should a district not supply a committee member. The committee selects a committee chair from its members. Three adults, who are approved by the Idaho FFA Board of Directors, complete the committee. The adult committee members may be past state officers, past agricultural education teachers, business and industry leaders or others engaged in agriculture or the Idaho FFA Association.

The committee will have the responsibility of selecting the team of officers. The committee will choose at least five of the possible interview formats above to evaluate the candidates. Each interview format may be evaluated or administered in a number of different ways, and that is left up to the nominating committee. Additionally, the committee will use the eight competency areas and a ranking system based on 1-10, as described above.

The Nominating Committee members are **NOT** allowed to participate in CDE's, talent, or any other activities the State FFA Executive Director deems an undue hardship to the nominating committee process during State Leadership Conference. **ANY** activities conflicting with the Nominating Committee process **MUST** be approved the State FFA Coordinator prior to State Leadership Conference. The conflicts will be due by March 5th to the Nominating Committee Coordinator, Loraine Neal.

Tips for Preparation

Below, we have outlined a few tips to aid you in your preparations for the Nominating Committee Process at the State Leadership Conference. This are not an exhaustive list, so seek others who have experience and may come alongside you in this time. Also commit to your own research and discovery of information outside these recommendations.

- Start your preparations early. The earlier you can start, the more you can prepare for interviews and the more you will grow personally as a candidate for office.
- Prepare yourself with parliamentary procedure knowledge so you are comfortable and confident chairing a meeting of the Idaho FFA Board of directors or other entities when asked.
- Thoroughly read all information and directions given in the confirmation letter from Idaho FFA State Staff and the chairperson of the nominating committee.
- Thoroughly review everything in this State Officer Candidate Handbook.
- Prepare for interviews by setting up mock interviews to practice interviewing skills.
- Review the information found on the websites and other sources of the resources page to become more informed and knowledgeable about agricultural education, FFA and the agricultural industry both on your local and state level.
- Browse the National FFA website and read through National Officer Candidate materials if they are posted online (ffa.org).
- Seek constructive feedback from those that have been in your shoes and those who are knowledgeable about the skills needed to be a successful state officer.
- Allow yourself to prepare in a way that concentrates on your candidacy but not compared with another member. There is no need to compare yourself to others. Rather, compare yourself to your own expectations for growth, personal development and leadership as well as the expectations of the nominating committee.
- Seek a coach or mentor whom you regularly meet with throughout the preparation process. This is a key accountability process that is a great way to stay on track! There are a few things to keep in mind when selecting someone for this role.
 - Find a person you know has time to meet with you on a regular basis.
 - Find a person who you know well or is willing to get to know you.
 - Find a person who cares about your growth and development and not helping you only for the purpose of your state officer bid.

**** Items below have already been signed in your application but are important for your review. ****

Idaho FFA Association State Officer Rule of Service

Name: _____

I understand that the following items are commitments of all Idaho FFA State Officers during their year of service. I agree to commit to FFA and the total program of agricultural and natural resources education and will...

1. Forego all alcohol, tobacco products of any type, vaping, illegal substances, and prescription medications not under physician supervision at all times during my term as a state officer.
2. Avoid places or activities that would raise questions as to my moral character or conduct.
3. Use wholesome and appropriate language in all speech and informal conversation both verbally and through social media.
4. Maintain appropriate dress and grooming for all occasions.
5. Accept and follow instructions by those responsible for state FFA officers and district/state FFA programs.
6. Maintain and protect my health.
7. Compose all thank-you letters, emails and other correspondence promptly as advised by state FFA staff.
8. Seek and accept constructive criticism and evaluation of my total performance.
9. Through preparation and practice, continue my life-long development as an effective communicator and professional.
10. Prioritize my year in accordance with the Idaho FFA Program of Activities and other state officer commitments as directed by state FFA staff.
11. Travel responsibly as directed by state FFA staff and my parents/guardians.
12. Obey all laws of the state and nation.
13. Practice a spirit of inclusion and cooperation with all people at all times.
14. Treat all FFA members equally, avoiding favoritism or contact that may be perceived as such.
15. Conduct myself in a manner that earns respect while avoiding any display of superiority.
16. Practice setting and maintaining healthy boundaries with others while remaining compassionate and empathetic.
17. Be a servant leader on my team, always fostering cooperation and open communication.
18. Avoid engaging in conversations detrimental to other FFA members, officers, adults, stakeholders, or anyone else.
19. Continue to increase knowledge of agriculture, agricultural education, and FFA.
20. Remain informed of current events.
21. Not enter a dating relationship with another FFA member during my year of service.
22. Behave and present myself in a manner becoming of a state FFA officer at all times.

Should there be concern in any areas of this Rule of Service, I will meet with the State FFA Officer Conduct Review Committee composed of the Idaho FFA adult board chairman, IATA president, and the IATA immediate past president. Should one of those members be from my chapter, the IATA president-elect would be the replacement. If the committee recommends disciplinary action, it may include a warning, limitations on my roles as a state officer or dismissal from office.

I have read and understand the intent and spirit of the items above. I have also read and understand the job descriptions and requirements as outlined in the Idaho FFA State Officer Handbook. If elected to office, I commit to following these rules and procedures.

I understand the commitment and responsibility my FFA member is undertaking and agree to support the efforts and decisions of the Conduct Review Committee and state staff should my FFA member fail to abide by these policies.

Candidate Signature

Parent/Guardian Signature