President

* Preside over meetings according to accepted rules of parliamentary procedure.
* Appoint committees and serve on them as an ex-officio, non-voting member. Make recommendations to the steering committee to fill committee chairs.
* Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
* Represent the chapter in public relations and official functions.
* Serve as a member of the LEADERSHIP, STAKEHOLDER ENGAGEMENT, and PERSONAL GROWTH committees.
* Chair the Steering Committee

Vice President (3)   
**Strengthening Agriculture, Growing Leaders, Building Communities**

* Assume all duties of the president, if necessary.
* Develop the POA and serve as an ex-officio, nonvoting member of the associated POA committees.
* Coordinate all committee reports.
* Work closely with the president and chapter advisors to assess progress toward meeting chapter goals.
* Serve as a member of the Finance Committee.
* Serve on the Steering Committee

Secretary

* Prepare and post the agenda for each chapter meeting – posted 24 hours prior to meetings.
* Prepare minutes of all steering committee meetings in AET as the meeting happens   
  (as appropriate).
* Present the minutes of the prior meeting at the next meeting for approval.
* Be responsible for chapter correspondence.
* Maintain member attendance and activity records.
* Have a copy of the chapter constitution and bylaws on hand for each meeting.
* Serve as a member of the Steering Committee
* Serve as a member of the SCHOLARSHIP, HEALTHY LIFESTYLES, and CAREER SUCCESS committees.

Treasurer

* Work with committees to ensure Program of Activity costs are included for each activity in AET.
* Work with advisors to submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary.
* Encourage Ag Education students to become members of FFA by paying dues.
* Serve as chairperson of the finance committee.  
  Finance committee will be: Treasurer – chair, Vice Presidents, and Sentinel.
* Serve on the Steering Committee.
* ENVIRONMENTAL, ECONOMIC DEVELOPMENT, and CITIZENSHIP committees.

Reporter

* Plan and send information and news releases to local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story.  
  (News releases should be released within 48 hours of the event.)
  + Fair
  + FFA Week
  + Results of all chapter achievements
  + 3rd Grade Ag Day
  + Day on the Hill
  + Chapter Banquet
* Be professional and active on Chapter **Social Media** platforms.
* Maintain the website on AET.
* Serve as the chapter photographer.
* Prepare Chapter Meeting and Year End Banquet PowerPoint presentations.   
  (2 days before each event).
* Serve as a member of the Steering Committee
* Serve as a member of the SUPPORT GROUP, AG ADVOCACY, and CHAPTER RECRUITMENT committees.

Sentinel

* Assist the president in maintaining order
* Keep the meeting room, chapter equipment and supplies in proper condition.
* Welcome guests and visitors.
* Keep the meeting room comfortable.
* Take charge of candidates for degree ceremonies.
* Assist with special features and refreshments.
* Serve as a member of the finance committee
* Serve as a member of the Steering Committee
* Serve as a member of the HUMAN RESOUCES, SAFETY, and AG LITERACY Committees.

Historian (as needed)

* Develop and maintain posters to record the chapter’s history   
  (to be completed within 5 days of each event).
* Archive the posters in the Poster Scrapbook.
* Update the display case, and the classroom displays – MONTHLY.
* Research and prepare items of significance of the chapter’s history.
* Update the Award Boards in the Ag Hallway (as needed).
* Assist the reporter in providing photography for chapter needs.
* Responsible for all award certificates
* Responsible for SAE spotlights at each chapter meeting (consult with advisors)  
  SAE posters to be completed prior to chapter meeting
* Serve on the Steering Committee
* Serve on the HUMAN RESOUCES & CITIZENSHIP Committee

Student Advisor (as needed)

* Lead in preparing the **National Chapter Application**
* Encourage involvement of all chapter members in activities
* Assist advisors/coaches in gathering materials for travel and CDE/LDE events
* Recognize students who could benefit from FFA participation and provide direction.
* As directed by the advisors develop Committee Chairs.
* Serve on the Steering Committee
* Serve on the PERSONAL GROWTH, CAREER SUCCESS & CHAPTER RECRUITMENT

Committee Chairs (15 can be filled with qualified candidates)

* Work with the associated Vice-President, and other Steering Committee member, to conduct all program of activity work assigned to the committee.
* ***Initiate and lead*** activities associated with the committee work.
* Keep current and accurate reports of committee meetings and work in AET.
* Place all committee reports in the Committee Report binder   
  (Within 5 days of the completion of the event).
* Recruit committee members to facilitate a dynamic program of work.

Each chapter builds its POA around three major areas called divisions. Divisions focus on the types of activities a chapter conducts. The divisions are:

• Growing Leaders

• Building Communities

• Strengthening Agriculture

Each division in the POA has five quality standards. Superior chapters conduct activities that relate to each of the quality standards.

Successful FFA chapters organize their POA by using committees.

The chapter vice president coordinates the work of committees, and **every member should serve on at least TWO committees**. One way to form committees is by the standards for each division:

• Leadership - **President**

• Healthy Lifestyle - **Secretary**

• Scholarship - **Secretary**

• Personal Growth – **President**­………………………………**Student Advisor**

• Career Success – **Secretary**………………………………. **Student Advisor**

• Environmental - **Treasurer**

• Human Resources – **Sentinel**………………………………. **Historian**

• Citizenship – **Treasurer**………………………………………**Historian**

• Stakeholder Engagement - **President**

• Economic Development - **Treasurer**

• Support Group - **Reporter**

• Chapter Recruitment – **Reporter**………………………………. **Student Advisor**

• Safety - **Sentinel**

• Agricultural Advocacy - **Reporter**

• Agricultural Literacy - **Sentinel**

The committees should develop goals and activities. When their work has been completed, each committee should report its recommendations to the entire chapter for approval, rejection, or amendment. When finalized, the chapter’s POA should be made available to the members, school administrators, advisory committee, and other key stakeholders.