

Brazos FFA Officer Positions

2020-2021

For the 2020-2021 year, Brazos FFA will hold the following positions. A brief description has been added under each position so you may have an idea of what position you would like to hold.

-President (must have served as officer prior)

- ❖ Presides over meeting, Plays active role in chapter's Program of Activities, Helps advisor with National Chapter Award, Maintains AET Calendar, Help Secretary prepare agenda topics for meetings

-Vice President (must have served as officer prior)

- ❖ Assists the president with meeting structure, play's active role in chapter's Program of Activities, Serves as Chapter Recruiting Chair and Plans Greenhand Camp, Assist in planning and preparing all activities and make sure all paper work is complete

-Secretary

- ❖ Responsible for chapter record keeping, posts meeting agendas in AET, takes and records meeting attendance, Type up minutes from meetings, tracks monthly point system of members

-Treasurer

- ❖ Maintain purchase orders for chapter events, Oversees all fundraising (orders and finances) and charity activities, Reports the FFA finances at meetings, Signs purchase order requisitions and keeps them on file, Collects money at FFA meetings and activities

-Reporter

- ❖ Responsible for pictures at all events, maintain monthly bulletin board of updates, work with historian to write monthly newsletters, be in charge of advertising for all activities- Make flyers for ALL activities needed, write National FFA Week Article and Announcements

-Sentinel

- ❖ Responsible for set up and tear down of meetings and events, maintains order along with president, Prepare prizes and give-aways at meetings, coordinate food/ refreshments at meetings

-Jr. Advisor

- ❖ Oversees all outreach programs with other chapters and campus groups, In charge of all Individual student recognition including birthday recognition, In charge of chapter Thank you notes, letters, get well cards, gifts, etc.

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-Parliamentarian

- ❖ Help with equipment maintenance for meetings, Organize and keep track of all FFA supplies and files, Memorize opening ceremonies

-Historian

- ❖ Fills in for all officers who are unable to attend activities or meetings, Assist the reporter with photos at all events, write monthly newsletters and school announcements, help run social media accounts, Make end of year banquet slideshow

-Chaplain

- ❖ Fills in for all officers who are unable to attend activities or meetings, Prays at FFA functions, Promotes compassion, empathy, kindness, and positive relations among members, Promotes scholastic achievement among members

- (2) Chairperson

- ❖ Help the reporter and historian to take pictures, videos, and end of year banquet slideshow, Carry out all POA activities, Responsible for planning and implementing monthly community service opportunities for members.