

LOCAL OFFICER DUTIES AND RESPONSIBILITIES

The following are **examples** of duties and responsibilities of individual officers. **It is the local affiliate's choice how to divide up responsibilities.** It is suggested that local affiliates have the duties outlined in their constitution or by-laws for orderly transition. Affiliates may also choose to have a small officer team or a more expanded group of leaders. It is strongly recommended **NOT** to have your FFA Advisor as an FFA Alumni officer. The purpose of the Alumni is to assist the advisor – not to create more work.

PRESIDENT RESPONSIBILITIES

- Conduct the meeting
- Review meeting agenda items with the secretary
- Serve as official contact for the Alumni
- Serve as ex-officio chairman for all committees
- Serve as liaison between Ag instructor and the Alumni
- Represent affiliate on official business
- Follow the constitution, bylaws, and other standing rules of the organization
- Make sure that other officers fulfill their duties and responsibilities
- Be a spokesperson for the organization
- Stay up-to-date with State and National activities

VICE PRESIDENT RESPONSIBILITIES

- Conduct the meeting in the absence of the President
- Serve as the membership chairman if needed
- Oversee the award application completion process if needed
- Learn President's responsibilities and duties
- Secure nominations for the next year's officer team

SECRETARY RESPONSIBILITIES

- Take minutes of the meetings
- Prepare agenda with the President
- Send newsletters and mailings to the members
- Maintain official records including the constitution and bylaws
- Keep record of all correspondence, mailings and documents
- Work with Treasurer to fill out rosters
- Send thank you's and other greetings to members
- Work with members to complete the scrapbook and award applications

TREASURER RESPONSIBILITIES

- Maintain financial records of the affiliate
- Pay bills and deposit income
- Provide financial reports to Alumni members
- Responsible for completing any tax form obligations and other fees, permits, or licenses
- Work with secretary to complete roster and send in dues

ADVISOR RESPONSIBILITIES

- It is **not recommended** to have the FFA Advisor as an FFA Alumni officer. The advisor has enough responsibilities with the FFA.
- Inform Alumni membership of Ag department and FFA activities
- Inform Alumni of any FFA Alumni news, activities, or changes
- Meet with Alumni officers/members on a regular basis
- Support Alumni efforts
- Serve as a liaison between the FFA and FFA Alumni
- Inform group about local, state, and national concerns

OTHER OFFICERS

At Large

- Learn more about serving as an officer
- Serve as chairman of ad hoc committees and special events as needed

Historian

- Maintain Alumni scrapbook
- Maintain historical records

Reporter

- Submit articles/stories to media
- Maintain Alumni scrapbook
- Send articles to State Alumni Association
- Work with FFA reporter on FFA Week activities

Membership Chairman

- Recruit new members
- Complete roster and collect dues for Treasurer

FFA Relations

- Serve as liaison between the FFA and the FFA Alumni
- Attend FFA meetings or meet with FFA officers as needed