

**Wisconsin FFA Alumni Association, Inc.**  
**Position Description – Sectional Representative**

Wisconsin FFA Alumni Association sectional representatives, with the executive committee and FFA family representatives direct and lead the Wisconsin FFA Alumni Association, Inc. as members of the Wisconsin FFA Alumni Council. Sectional representatives also serve as the Council contact for affiliates and FFA Alumni members within their section.

While the responsibilities of being a sectional representative are not overwhelming for a person interested in developing and practicing leadership, there are some minimum expectations of those serving in these positions to insure that the Wisconsin FFA Alumni Association, Inc. moves forward toward accomplishment of its mission and goals.

Election of Sectional Representatives

- The By-Laws require the election of sectional representatives by the participants at the fall sectional meeting before a current sectional representative's term expires.
- Terms of office begin and expire at the council meeting held at the state convention.
- Sectional representatives serve three year terms with a limit of two elected consecutive terms.
- All Alumni members living in the section are eligible to be elected a sectional representative except those members who are currently employed as agriculture education instructors.

Responsibilities as State Council Member

- Attend and participate fully in Council meetings and the annual state FFA Alumni convention
- Accept appointment to at least one Council standing or ad hoc committee and actively participate in the work of the committee
- Complete and submit requested reports in a timely manner to include:
  - Written/electronic activity report prior to each council meeting
  - Minutes from: State FFA Alumni Convention sectional meeting, sectional meetings
  - Committee and other reports as assigned
- Serve as a Wisconsin delegate to the National FFA Alumni Convention business meeting if attending the convention
- Adhere to Code of Conduct

Responsibilities as Sectional Leader of Alumni Affiliates and Members Within The Section

- Annually develop goals for the upcoming programming year.
  - Personal goals relating to position
  - Section goals determined jointly between the two sectional representatives
- Communicate regularly with affiliates in the section
  - Develop and maintain a database of affiliate contacts and members via email or surface mail for use in communicating with members in the section.
  - Plan, organize, publicize, and conduct a face-to-face meeting of representatives of affiliates in the section
  - Provide additional FFA Alumni information updates to affiliate contacts in the section as needed via email or short update mailings
- Represent the state council at local affiliate and FFA chapter functions in the section when invited
  - Affiliate and chapter banquets and other activities
  - District and sectional judging contests
  - FFA Sectional Leadership Workshops
- Answer questions and provide information regarding state and national FFA Alumni programs, membership and other procedures.

- Use Alumni handbook, Wisconsin and National FFA Alumni websites, executive director, or executive committee members as resources.
- As alternative, refer questions to an appropriate person for an answer i.e. executive director, state membership committee chair, executive committee member, FFA family representative (FFA Foundation, DPI, FFA Center and WAAE)
- Recruit potential replacement sectional representatives

#### Time Commitment

- Council meetings and conventions
  - State FFA Alumni Convention – February – two days
  - State Council Meetings
    - Friday & Saturday – March/April, September, November
    - One day – Saturday – June
- State Council committee meetings
  - Time is allocated for committee meetings Friday evenings at the March/April, September and November council meetings – additional dependent on committee projects
- Sectional meetings – planning, conducting, follow-up – time varies
- Sectional update preparation and distribution – time varies
- Attending affiliate and chapter functions – time varies

#### Reimbursement

- Please refer to the Wisconsin FFA Alumni Expense Reimbursement Policy

#### Dismissal from Office

- Two unexcused absences from council meetings (must contact Executive Director and/or an executive committee member prior to meeting of the expected absence to be considered excused)
- Roberts Rules of Order will be followed in the removal of a council member
- Violation of the Code of Conduct