

## Area IX FFA Officer Policy

### Area Officer Job Description

(a) The primary responsibility of an area officer is to serve the Area IX FFA Association in local, district, area and state activities in a way that will inform, motivate and inspire FFA members, advisors, teachers and others to achieve the mission, strategies and core goals of the organization and to represent the state association in state meetings according to board policy and at the direction of the Area Leadership Development Coordinator and Area IX Agriculture Teacher Executive Board.

(b) Area officers serve under the direct supervision of the Area IX Leadership Development Coordinator and Area IX executive board in accordance with official policy and budget limits. More specific responsibilities include:

(1) Participate in training, orientation, continual self-improvement and evaluation of activities as directed by the area Leadership Development Coordinator.

(2) Represent the Area IX FFA Association at chapter, district, area and state activities as requested by local advisors and Area Leadership Development Coordinator within the scope Area IX FFA Association officer and travel policies.

(3) Participate in the planning and conducting of the District Leadership Academy & Area Leadership Conference and Area IX Greenhand Camp, working under the direction of the Area Leadership Development Coordinator and in cooperation with the Area IX Camp Coordinator. (This is non-negotiable)

(4) Participate in the planning and conducting of annual district leadership conferences/camps/days in his/her respective district working under the direction of the district advisor or his/her designee. Officers may participate in conferences and workshops in other districts at the request of the district advisor and upon approval of the Area Leadership Development Coordinator.

(5) Participate in the planning and conducting of sessions and other activities at the Area IX FFA convention as assigned by the Area Leadership Development Coordinator.

(6) Serve as a National FFA Convention delegate, if selected, on behalf of the Texas FFA Association and fulfill all responsibilities therewith in accordance to the directives of the National FFA Organization and its staff and/or volunteers. (The Area pays a portion of your expenses however, there will be a financial obligation the delegate will be responsible for)

- National FFA Convention delegates will be as the highest ranking officers by officer position. Texas FFA will delegate how many delegates Area IX will have each year.
- If selected as a National FFA Convention delegate, Area Officers are under the direction of the Texas FFA and must abide by the directives of the state staff and/or volunteers. Failure to do so will result in the removal from office.
- If removed from office, the Area Officer will be required to refund the Area Association for the following items: Area Officer jacket, Travel to and from National FFA Convention, and any other documented expenses the Area has incurred. Failure of an Area Officer repaying the Texas FFA Foundation it will fall on the student's home chapter.
- If removed from office, the Area Officer will be required to refund the Texas FFA Foundation all funds gifted to National Convention delegates. Failure of an Area Officer repaying the Texas FFA Foundation it will fall on the student's home chapter.

- (7) Prepare and submit expense vouchers and other reports in accordance to board policy and as required by the Area Leadership Development Coordinator and the Area Treasurer. (For ALC & Greenhand Camp)
- (8) Keep up to date with all correspondence.
- (9) Plan, prepare, read, study, listen, review and practice to continue improving public speaking and teaching skills.
- (10) Stay up to date on agriculture, agribusiness and agricultural education facts and issues.
- (11) Develop positive relationships with FFA members, advisors, staff, sponsors and the general public.
- (12) Develop and exercise an awareness and sensitivity for the diverse geographic, ethnic and cultural groups represented in FFA membership and the general student population.
- (13) Maintain a positive attitude and enjoy your year of service with members, advisors, staff, sponsors and others.
- (14) Follow the Area IX Officer Commitment Form and Officer Contract.
- (15) Perform other duties as instructed by the Area Leadership Development Coordinator and in complete accordance to Area IX FFA Association Board Policy.

### **Area Officer Discipline Policy**

- (a) The Area IX Association seeks to establish and maintain standards of officer conduct and supervisory practices which will promote effective operations of the Area IX FFA Association and the agricultural education family and further the interests of the program and its affiliates. These practices include the administration of fair, consistent, and constructive officer discipline.
- (b) A consistent officer discipline process will be used which includes, but is not limited to:
  - (1) Constructive efforts by the Area Leadership Development Coordinator to help officers achieve fully satisfactory standards of conduct and performance.
  - (2) Correction of an officer's unsatisfactory performance or negative behavior.
  - (3) Sufficient notice to officers that suspension or discharge will result from gross or continued violation of officer standards of conduct or unsatisfactory job performance. Written documentation of problems and disciplinary warnings given with corrective measures to be taken by the officer.
- (c) The Area IX FFA Association generally recognizes four steps or levels of discipline: verbal warnings, written warnings, suspension, and discharge. Disciplinary action may begin at any step or level of severity and does not have to include each level.
- (d) The Area IX Agriculture Teacher Executive Board must approve any disciplinary action for a gross or severe violation, as well as any suspension or discharge of an officer, prior to any action.
- (e) Disciplinary situations involving student officers should be dealt with by progressive discipline, if appropriate, to assure equitable treatment and acceptable conduct.
- (f) In applying disciplinary procedures or action, these factors will be considered: the seriousness of the violation or offense, the officer's past record and the circumstances surrounding this

particular incident. These factors are listed as a guide only and may vary as appropriate. The policies and procedures for officer discipline will be reviewed and revised as necessary.

(g) Depending upon the facts and circumstances involved in each situation, management may choose to begin disciplinary action at any step. In general, discipline should follow this pattern.

(1) VERBAL WARNING - should be used for minor violations. If the situation does not improve within a reasonable time frame set by the Area Leadership Development Coordinator, the verbal warning may be repeated or the next step used. A written record should be kept to document the verbal warning, its content, and time frame for improvement, as well as date of warning.

(2) WRITTEN WARNING - should be used for repeated violations or for a more substantial violation. A time frame for improvement should be set by the Area Leadership Development Coordinator with the full knowledge of the Area IX Agriculture Teacher Executive Board. A copy of the written warning will be kept on file. If the situation does not improve, the Area Leadership Development Coordinator may repeat the step or use the next step. The written warning notice will be discussed with the officer by the Area Leadership Development Coordinator and the said officer will be asked to sign the notice to acknowledge receipt.

(3) SUSPENSION - will be utilized for serious violations when immediate action is required while an investigation is being conducted to determine if the officer should be discharged. The length of the suspension depends upon the time necessary to investigate the violation. Suspension may also be used when the officer fails to respond to previous attempts of discipline. The Area IX Agriculture Teacher Executive Board must approve all suspensions. A written notice of suspension and documenting the reasons for the suspension will be provided to the officer, in person or by telephone with written notice to follow in the mail. Suspended officers may not wear the Area IX FFA Association jacket or represent the area association as an area officer in any manner.

(4) DISCHARGE - will be utilized for serious violations, for first offense, with or without the previous use of any of the lesser disciplinary steps. Discharge may also be used for continued failure to respond appropriately to prior disciplinary action and may be deemed appropriate regardless of prior disciplinary actions. The Area IX Agriculture Teacher Executive Board must approve all discharges of student officers. If an alleged violation or continued failure to respond to disciplinary action for other violations is reported to or discovered by the Area Leadership Development Coordinator, upon completion of the investigation and adequate due process, the Area IX Agriculture Teacher Executive Board may discharge the officer with written documentation to explain the reasons for the discharge. This written notice will become part of the permanent operational record of the Area IX FFA Association. The officer will be notified, in person if appropriate, or by telephone and/or registered mail. Officers discharged by the Area IX Agriculture Teacher Executive Board shall return Area IX FFA Association official jackets and all other materials purchased by the organization and termed as area officer supplies. Should an Area Officer be discharged, the student will repay any expenses the Area has incurred throughout their time of service. If a student fails to repay the Area IX Association, expenses will fall on the student's home chapter.

(h) The Area IX FFA Association shall have grounds for suspending or dismissing a student officer who engages in illegal activities at any time.

(i) Student officers who are arrested for any reason must report such arrest promptly by the following business day. The Area IX FFA Association shall have grounds for suspending an officer if arrested for any reason and grounds for discharge if the officer does not report an arrest in a timely manner. Given the nature of the circumstances surrounding an arrest and the alleged offense, the Area IX FFA Association, in its sole discretion, may decide the duration of the suspension as well as impose lesser or greater disciplinary action.

(j) A student officer who is convicted of a crime must report such a conviction to the Area IX FFA Association no later than the following business day. The Area IX FFA shall have grounds for discharging a student officer should he or she be convicted of a crime involving moral turpitude, or should the officer fail to report the conviction in a timely manner. For purposes herein, a crime involving moral turpitude shall mean anything done knowingly contrary to justice, honesty, principle or good morals, specifically including a minor in possession of a controlled substance including alcohol or operating a motor vehicle while intoxicated or under the influence of a controlled substance. Given the nature of the circumstances surrounding the conviction, the Area IX FFA Association may impose lesser disciplinary action.

(k) A student officer who is suspended or discharged may appeal such disciplinary action within ten (10) business days from his or her receipt of notice of such action. Such appeals must be submitted in writing to the Area IX Leadership Development Coordinator and state all grounds the student officer contends should be considered in the review of disciplinary action. Within ten (10) business days of the Area IX FFA Association's receipt of such appeal, the officer and his or her representative shall be granted a hearing before the Area IX Agriculture Teacher Executive Board. Within three (3) days of the hearing, the Area IX Agriculture Teacher Executive Board shall inform the student officer of its final decision. Timelines may be extended by mutual consent. The student officer shall remain suspended pending a final decision.

## **Area Officer Physical Duties**

The Area officer will:

1. Be **required** to attend the following meetings, or any other meetings that may be set by Area Leadership Development Coordinator. Officers are required to stay for the entire time of the event and arrive early and leave once Area Leadership Development Coordinator has given permission to leave.

- State FFA Convention
  - i. Every session where delegates are signed in
  - ii. Area officer breakfast
- Area IX FFA Convention State FFA Leadership Conference
  - i. Officers will meet one day prior to conference to plan Area Leadership Camp
  - ii. Officers will be required to stay for the duration of the conference.
- Area IX FFA Leadership Camp & District Leadership Academy
  - i. Officers will be required to meet at a designated time before camp begins to set up for campers.
  - ii. Officers will be required to stay for the duration of Camp.

- Serve as a National FFA Convention delegate, if selected, on behalf of the Texas FFA Association and fulfill all responsibilities therewith in accordance to the directives of the National FFA Organization and its staff and/or volunteers.
  - i. National FFA Convention delegates will be as the highest ranking officers by officer position. Texas FFA will delegate how many delegates Area IX will have each year.
  - ii. If selected as a National FFA Convention delegate, Area Officers are under the direction of the Texas FFA and must abide by the directives of the state staff and/or volunteers. Failure to do so will result in the removal from office.
    - if removed from office, the Area Officer will be required to refund the Area Association for the following items: Area Officer jacket, travel to and from National FFA Convention, and any other documented expenses the Area has incurred. Failure of an Area Officer repaying the Texas FFA Foundation, it will fall on the student's home chapter.
    - If removed from office, the Area Officer will be required to refund the Texas FFA Foundation all funds gifted to National Convention delegates. Failure of an Area Officer repaying the Texas FFA Foundation, it will fall on the student's home chapter.
- Area IX FFA Leadership Development Events
- Area IX FFA Career Development Events
- Area IX FFA Greenhand Camp

2. The Area officers will be required to attend the National FFA Convention as needed to represent the Texas FFA Area FFA Association as voting delegates. The number of officers selected will be depending on the number of delegate positions allocated by the State Association.

3. Limit expenditures for the Area Leadership Camp to \$100. Greenhand Camp expenditures should not exceed \$50. Area officers will absorb any additional expenditure.

4. Follow any and all rules and guidelines as set forth in the Area IX FFA Policy and Constitution.

5. Have all written correspondence outside their district with Area IX schools (letter or email) sent out by Area Leadership Development Coordinator.

If the Area officer fails to complete any of the duties of the office to which they are elected or fails to attend any of the required events, the Area IX Agriculture Teacher Executive Board can remove the officer from office. If an officer is removed from office at any time during the year, the chapter and student are responsible for reimbursing the Area IX Association for any cost incurred on behalf of the area officer during their time of office.

## Area Officer Commitment for Year of Service

Date	Responsibility/Activity/Due Date	Responsible Group
State Leadership Conference	All area officers will be required to attend the <b>entire</b> length of SLC, with the exception of medical conditions, and the team will leave for conference the day before the official start date.	Area Officers, Area LDC, President's Advisor
End of June	District Leadership Academy & Area Leadership Conference: all officers are required to attend the <b>entire</b> week of both of these events.	Area Officers Area LDC Advisors of ALL Area Officers
<b>STATE CONVENTION</b>		
Tuesday	Area officers will attend Area officer breakfast; Area officers will attend and coordinate delegates for the opening session, they must arrive before delegate check in begins.	Area officers, Area LDC, All Officer's Advisors
Wednesday	Area officers must attend and coordinate delegates for all sessions, they must arrive before delegate check in begins.	Area Officers, Area LDC, All Officer's Advisors
Thursday	Area officers must attend and coordinate delegates for all sessions, they must arrive before delegate check in begins.	Area officers, Area LDC, All Officer's Advisors
Friday	Area officers must attend and coordinate delegates for the last session, they must arrive before delegate check in begins.	Area officers, Area LDC, All Officer's Advisors
<b>FALL SEMESTER</b>		
October – December	Area Officers will facilitate Area Greenhand Camp	Area LDC, All Officer's Advisors, & Area Officers
End of October – beginning of November	Highest ranking Area officers will attend National FFA Convention as a voting delegate representing Texas	Area Officers
November	Area LDE -Results	Area Officers Area LDC
December	Meet and plan for the Elite Conference	Area Officers Area LDC
January	Facilitate the Elite Conference	Area Officers Area LDC
March	Begin preparations for Area Convention	Area Officers, Area LDC, All Officer's Advisors
April	Area CDE Results	Area Officers
Early May	Complete pre-convention tasks	Area Officers, All Officer's Advisors, & Area LDC
<b>Area IX Degree Check/Convention</b>		
Lunch Day of Degree Check	Eat lunch with incoming Area Officers	Area Officers, Area LCD, Incoming Area Officers
After Lunch of Degree Check	Area Officer Candidate Interview Process	Selection Committee, Incoming Area Officers
Afternoon before Area Convention	Prepare convention site and run through convention	Area Officers, Area LDC
Area Convention	Facilitate Area Convention	Area Officers Area LDC, All Officers' Advisors

## Area IX Officer Contract

The following contract must be signed by Officer, Advisor and Parent and be on file with the Area Leadership Development Coordinator. The advisor that signs the contract will serve as the “advisor” of the area officer and be a contact for the Area Leadership Development Coordinator and will need to fulfill the advisor requirements of the area officer.

As an Area IX FFA Officer, I will:

- Be dedicated and committed to FFA and the total agriculture education program.
- Be willing to commit the entire year to Area officer activities.
- Become knowledgeable of agriculture, agricultural education and the FFA.
- Through preparation and practice, develop myself into an effective public speaker, and project a desirable image of the FFA at all times.
- Regularly and on time write all letters, thank you notes, reports and other correspondence, which are necessary and desirable.
- Accept and search out constructive criticism and evaluation of my total performance.
- Be willing to take and follow instructions as directed by those responsible for me.
- Follow all policies set forth in the Area IX Officer Policy, listed under Physical Duties.
- Follow the State officer code of ethics:
  - To forgo all alcohol and tobacco while involved in official and unofficial FFA activities.
  - To treat all FFA members equally by not favoring one over another.
  - To conduct myself in a manner that commands respect without display of superiority.
  - To maintain dignity while being personable, concerned and interested in my contacts with others.
  - To avoid places or activities which in any way would raise questions as to my moral character or conduct.
  - To consider FFA officer activities and school as my primary responsibility.
  - To use wholesome language in all speeches and informal conversations.
  - To maintain proper dress and good grooming for all occasions.
  - Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults.
  - To serve as a member of the Area officer team, always maintaining a cooperative attitude.
  - To keep myself up to date on current events.
  - Maintain and protect my health.
  - To be a professional and be on time.

I have read, studied and understood the above points. If elected to Area office, I will carry out my responsibilities in accordance with these statements and understand that the Area IX Agriculture Teacher Executive Board can remove me from office if I have not satisfactorily followed these established standards for Area officers.

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Area IX FFA Officer candidate name printed

candidate signature

Date <sup>1</sup>

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Officer candidate Chapter Name  
Area IX FFA Association of Texas

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Advisor Signature

<sup>1</sup>Adopted: July 26, 2021, Area IX FFA, Executive Board  
Posted by, Mary Wilson, technology coordinator