

## **SECTION 11**

### **Area XII FFA Advisor Duties Policy**

#### ***Section 11.1 Duties of Area XII FFA Advisor(s)***

(a) The Advisor(s) of the Area President are designated to be the Area Advisor(s) and will serve in that capacity from the time of elections at Area Convention until the conclusion of the subsequent Area Convention. Specific duties are listed below and others may arise during the year of service.

#### ***Section 11.2 General***

1. Work closely with/assist the Area Leadership Development Coordinator (ALDC) at all Area events.
2. Consult the ALDC for all area decision approval.

#### ***Section 11.3 Preparation for the year***

1. Assist with ordering Officer team polo shirts and jackets
2. Assist with ordering all camp shirts that are needed.
3. Making contacts with sponsors for camps with meals, shirts and supplies.

#### ***Section 11.4 State Leadership Conference***

1. Assist with planning and preparing for conferences.

#### ***Section 11.5 Area Leadership Conference***

1. Assist the Area Leadership Coordinator as needed.
2. Attend camp as chaperone to develop working relationship with Area Officers.
3. Initiate planning processes for other camps.
4. Fill out the Sponsorship documents and send those in to the appropriate groups.

#### ***Section 11.5 District Leadership Conference***

1. Assist the Area Leadership Coordinator as needed.
2. Attend camp as chaperone to develop working relationship with Area Officers.
3. Initiate planning processes for Area Greenhand Conference other camps.
4. Fill out the Sponsorship documents and send those in to the appropriate groups.

#### ***Section 11.6 State Convention***

1. Assist the officers on the delegate floor. This includes:
  - Ensure that the Area delegate table is manned during all convention sessions when delegates are registered.
  - Monitor voting delegation and assist officers during delegate registration time periods as needed.
  - Assist Area FFA Officers during balloting processes.
  - Attend any meetings as called or announced.

- Assist the Area Leadership Development Coordinator and Area Officers during Area Caucus.
- Coordinate Area FFA Officers' attendance and participation on delegate floor during convention sessions, pre-sessions, special events, etc.

### **Section 11.7 Area Greenhand Conference**

1. Assist the Area FFA officers in coordinating and planning the Area Greenhand Conference. This includes:
  - Location and Site selection.
  - Date selection.
  - All logistics – costs, meals, facilities, supervision, coordination.
  - Receive funds and pay all expenses including stipend to officers and any invited officer guests (state officers, past state officers, etc.)
  - Develop detailed accounting of funds received and expended.
  - Promote camp information at Ag teachers Conference and provide applications at Area meetings.
  - Serve as contact person for all contacts and questions regarding Area Greenhand Conference.

### **Section 11.8 Area LDE's**

1. Coordinate and assist the officers in the announcement of results and distribution of banners and awards.

### **Section 11.9 Area CDE's**

1. Coordinate and assist the officers in the announcement of results and distribution of banners and awards.

### **Section 11.10 Area Convention**

1. Assist the Area FFA officers in coordinating and planning the Area Convention. This includes:
  - Order Retiring Officer Plaques to be presented at Convention.
  - Communication with Area Teacher Executive Committee and Area Coordinator regarding facility space reservation, technology needs, etc.
  - Coordination and communication with Area FFA Officers regarding convention schedule, duties at convention, specific details, etc.
  - Assist with development and completion of Convention Session scripts.
  - Coordinate with Area Treasurer regarding Officer Stipends, reimbursement for allowable expenses, etc.
  - Develop, print and duplicate convention program.
  - Develop, print and duplicate ballots for area candidate elections and talent contest (unless Scantron ballots are used).
  - Serve as advisor during opening ceremonies.
  - Coordinate voting delegate registration and sign-in processes.
  - Coordinate voting during officer election processes.

- Coordinate and assist the officers in the announcement of results and distribution of banners and awards.
- Provide podium gavel and FFA flag for opening ceremonies.
- Maintain Area banners, District banners, Banner sign posts and bring to convention site for use.
- Coordinate and assist the officers' and incoming officers' practice session(s) prior to Area Convention.