

SECTION 10 Area XII FFA Officer Policy

Section 10.1 Duties of Area XII Officers

(a) Area XII officers are required to perform on a vigorous and continuous basis. Therefore, it is necessary that those who aspire to become officers are highly qualified, motivated, able and willing to perform their duties. Please read and study the major qualifications and prerequisites very closely prior to choosing to run for Area XII Officer.

(b) In order for present and future members of the Area XII officer team, as well as Area Advisors and members-at-large, to have an understanding of the Area officers' role, the following major areas of responsibility are assumed by all elected Area officers:

1. The Area officer shall be a member of the Board of Student Officers. It shall be the duty of such board to advise and make recommendations to the Area Executive Committee with respect to the conduct of the activities and business of the organization.
2. The Area officer should be a disseminator of specific Agricultural Education and FFA information to the membership.
3. The Area officer should motivate, inspire and encourage FFA members to participate in Agricultural Education and FFA programs.
4. The Area officer shall maintain positive relationships with members, agribusiness organizations, educational organizations, the public and others interested in agricultural education.
5. The Area officer shall project a positive image as a leader among American youth.

Section 10.2 Official Duties of Area XII Officers and Advisors

(a) The Area officer and Area Advisor will:

1. Be required to attend the following meetings, or any other meetings that may be set by the Area Advisor or Area Leadership Development Coordinator. Officers are required to stay for the entire time of the event. Officers are expected to arrive early and leave only after the Area Advisor or Area Leadership Coordinator has given permission to leave.
 - State Leadership Conference:
 - Attendance to this event is **mandatory**
 - Attend sessions conducted by past and present Texas FFA Officers.
 - Maintain high levels of integrity and conduct throughout the duration of the camp.
 - Initiate planning processes for Area XII Leadership Conference with Area XII Leadership Development Coordinators and Area Advisors.
 - Area XII Leadership Conference:
 - Attendance to this event is **mandatory**.
 - Plan and execute area conference with the assistance of the Area XII Leadership Development Coordinators and area advisor.
 - Serve as a leader and role model for conference participants.
 - Coordinate area conference clean up with Area Leadership Development Coordinators and area advisor.
 - Initiate planning processes for District XII Leadership Conference to be held in the fall with Area XII Leadership Development Coordinators and area advisor.
 - District XII Leadership Conference:

- Attendance to this event is **mandatory**.
- Plan and execute area conference with the assistance of the Area XII Leadership Development Coordinators and area advisor.
- Serve as a leader and role model for conference participants.
- Coordinate area conference clean up with Area Leadership Development Coordinators and area advisor.
- Initiate planning processes for Area Greenhand Camp to be held in the fall with Area XII Leadership Development Coordinators and area advisor.
- State Convention:
 - Assist fellow officers on the delegate floor. This includes:
 - Attendance to this event is **mandatory**.
 - Ensure that the Area delegate table is manned during all convention sessions when delegates are registered.
 - Monitor voting delegation and manage delegate registration on the delegate floor with the assistance of the Area Leadership Development Coordinators and area advisor.
 - Coordinate the balloting process with fellow area officers, Area Leadership Development Coordinators and area advisor.
 - Attend any meetings as called or announced.
 - Attend and participate on delegate floor during convention sessions, pre-sessions, special events, etc.
- Area Greenhand Conference:
 - Assist fellow Area FFA officers in coordinating, planning, and executing the Area Greenhand Conference. This includes:
 - Attendance to this event is **mandatory**.
 - Plan and execute Area Greenhand Conference with the assistance of the Area Leadership Development Coordinators and area advisor.
 - Serve as a leader and role model for conference participants.
 - Coordinate area conference clean up with Area Leadership Development Coordinators and area advisor.
- Area LDEs:
 - Officers who are competing will be expected to serve following the completion of their event.
 - Organize and announce results of the Area XII LDE Contest as well as distribute banners and awards to participants with the assistance of the area advisor.
 - Delegate and execute the cleanup of facilities following the event (floor, tables, and competition rooms).
- Area CDEs:
 - Officers who are competing will be expected to serve following the completion of their event.
 - Organize and announce results of the Area XII LDE Contest as well as distribute banners and awards to participants with the assistance of the area advisor.
 - Delegate and execute the cleanup of facilities following the event (floor, tables, and competition rooms).
- National Convention:
 - If you are designated as one of the voting delegates from Area XII, this is a **mandatory** event.
 - Serve as a voting delegate in committee as well as on the delegate floor of the National Convention as well as additional duties as designated by the Texas FFA.
 - Maintain level of conduct and excellence expected from an area officer while traveling and serving.

- **Travel to and from national convention shall be paid for by the officer and/or their perspective school.**
 - You will follow all rules stated by Texas FFA and the National Convention Policy.
 - Area Convention:
 - The following duties are to be delegated to each individual officer by the area advisor and area coordinator. The execution of a successful convention is the responsibility of the area officer team.
 - This is a **mandatory** event.
 - Coordination and communication with fellow Area FFA Officers and Area Advisor regarding convention schedule, duties at convention, specific details, etc.
 - Assist with development and completion of Convention Session scripts.
 - Arrive prior to the event for rehearsal of script and set up. This may include several dates leading up to the event for preparation and rehearsal.
 - Coordinate voting during officer election processes.
 - Officers will assist in the announcement of results and distribution of banners and awards.
 - Officers will be expected to complete opening ceremonies at the beginning of convention.
 - Assist in the cleanup of convention facility after convention
2. A given number of the Area officers will be required to attend the National FFA Convention, as needed, to represent the Texas FFA Association as voting delegates. The adopted Area XII National Delegates Policy will be utilized to select the delegates. The number of officers selected will be dependent on the number of delegate positions allocated by the State Association.
 - The Area will pay for the Convention Fee via the Texas FFA.
 - The Area Officers or Chapter will pay for the convention travel.
 3. All consumable supplies needed for activities (Conferences, Convention and etc) must be approved by the ALDC prior to purchasing.
 4. Follow any and all rules and guidelines as set forth in the Area XII FFA Policy and Constitution/Bylaws.
 5. All formal correspondence outside their District with Area XII schools (letters or emails) will be sent out by the Area Advisor or Area Leadership Coordinator or Area XII Coordinator.

(b) The Area President's Advisor will:

1. Assist the Area Leadership Development Coordinator as needed.
2. Follow all rules provided in the Area XII FFA Advisors Duties Policy.
3. Supervise FFA officers at all Area functions, including attending Area Leadership Conference, District Leadership Conference, Area Greenhand Conference and Area Convention.

(c) All Chapter Advisors of Area Officers will:

1. Assist the Area officers and Area Leadership Coordinator as needed or requested throughout the year.
2. Be available each session to serve on the floor to help with Area Officer at State Convention.

(d) 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 XII Executive Committee may 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 XII Association for any costs incurred on behalf of the Area Officer during their time of office; including but not limited to: jacket, team apparel, SLC, ALC, DLC, etc.