**Area Coordinator Job Description**

The Area XII FFA Association shall retain an Area Coordinator for a paid stipend, to be determined annually by the Area XII Teacher Governing Body, per year plus expenses. Duties of the Area Coordinator shall include but not limited to the following:

The Coordinator shall:

1. Maintain association policies and procedures.
2. Provide for the communication of vital information between the association, district leaders and local chapters through the emails and Area XII website.
3. Provide for conduct of competitive events as directed by the association.
4. Provide for the conduct of the annual convention.
5. Provide for the certification of entries which qualify for state competition via elimination competitions, pursuant to the policies and procedures of the Texas FFA Association.
6. Coordinate and or facilitate the association’s advanced award, degree and scholarship selection processes.
7. Serve as an ex-officio committee member on committees as needed.
8. Preside at grievance hearings as non-voting member of the grievance committee.
9. Maintain a working relationship with Texas FFA Association, Texas Education Agency, Vocational Agriculture Teachers Association of Texas and other relevant entities through attendance of meeting, conferences and other events.
10. Collects fees and dues associated with Area XII Activities and membership.
11. Submit an annual financial report to the Governing Body of teachers at the annual VATAT summer conference.
12. Assist the Treasurer in preparing an annual budget proposal.
13. Create forms and documents as needed by the Area
14. Keep records of Area business
15. Attend Area XII Banquet
16. Attend all other meetings as needed
17. Help coordinate Area activities and assist the Area XII Executive Board Teacher Officers as needed.

SECTION A. The Area Coordinator stipend will be determined and approved annually by the governing body of the Area XII Teachers. The stipend amount will be proposed by the Executive Board.