Missouri FFA State Officer Handbook

For Use with the
State FFA Conventions in
April 2017-2019

Introduction

Following the 88th State FFA Convention and the vote of the delegates this State Officer Handbook was created and reviewed by an appointed committee of the State FFA Executive Committee during the summer of 2016, to provide information on the role and responsibilities of a state officer for the Missouri FFA Association. This document attempts to answer questions regarding the state officer election process and the state officer year of service.

Most members tend to run for State FFA office because of something in their past experience which has motivated them from an inspirational point of view rather than knowledge of duties and responsibilities of the office. To help you the candidate and your parents understand all the facets and components that make up the office, this handbook was prepared.

One of the highest honors in the FFA is to serve as one of the sixteen (16) state officers. Past officers report this experience to be of great value to them in the succeeding years. It is an honor to serve, only if the job is well done. To serve effectively, a member must be dedicated to the FFA, must possess superior leadership ability and be willing to devote definite times throughout the year to the job.

The process to become an officer can be a lengthy process. You began this process the day you enrolled in your first Agricultural Education course. The experience you gained through classroom instruction, your Supervised Agricultural Experience program and FFA have all helped you develop the necessary skills to serve as a leader of the FFA.

The year as a Missouri FFA officer is a year of service. The decision to run for an office should not be made lightly or without a sincere commitment to serve. Missouri FFA officers have many duties that require extensive travel and numerous days away from home. Missouri FFA Association reimburses expenses incurred by the officers in performance of their duties, but officers will incur personal expenses that cannot be reimbursed.

If you have the desire to serve the FFA members in Missouri and have the support of your family and FFA advisor(s), you should consider participating in the officer selection process. The officer selection process will examine the attitudes and abilities of each officer candidate and reveal which individuals have most completely developed their leadership skills.

All FFA members giving consideration to applying for the state office are encouraged to review the information included in this State Officer Handbook, learn as much as possible about what it truly means to be a state FFA officer, consider the hours of volunteer time you will need to dedicate, and practice for the interview process.

Good luck with your decision

Leon Busdieker
State Advisor
Missouri FFA Association

Missouri FFA State Officer Handbook

Table of Contents

Introduction....2
State Constitution & Bylaws Excerpts....4
State Officer Advisor (Mentor)....6
Eligibility, Guidelines, & Expectations....7
Eligibility....7
Job Description....7
Travel and Request Policy....7
Expectations....8
Commitments for upcoming year of Service....9
Missouri State Officer Commitments and Agreements....10
Selection Process....11
Area Selection, Responsibilities and Guidelines....11
State Selection, Responsibilities and Guidelines....12
Nominating Committee Guidelines....12
Interview Round Descriptions....13
How to Apply for State FFA Office....17
Guide to Preparation for the Selection Process....18
List of Resource Materials....19
Scoring Guides for Interview Rounds....20

State Officer Handbook Revision Committee

This handbook will be reviewed and edited every three years. The committee will be comprised of a MVATA representative from each of the 16 supervisory Areas, one current state FFA officer, and one past state FFA officer, one past national FFA officer candidate or national FFA nominating committee member, and one Missouri Agriculture Education state staff member. The 16 MVATA members shall be selected by the respective professional area MVATA organization. The state FFA executive committee will appoint the student representatives. The committee will meet during the year so as to have the handbook revision completed before the start of the next school year. Example: approved handbook in summer of 2016, review year will be in 2019 for implementation of the new handbook for the 2020 FFA Convention.

State FFA Constitution & Bylaws Excerpts

CONSITITION
ARTICLE IX. STATE OFFICERS

Section A. The officers of the Missouri Association shall consist of president, first vice-president, secretary, vice-presidents and advisor. Officers, with the exception of the advisor will be elected annually at the regular State Convention. The State Director of Agricultural Education shall, by virtue of office, be State Advisor.

Officer candidates must be enrolled in agricultural education in high school, be an active FFA member continuing their supervised agricultural experience program, hold the State FFA Degree, and not currently serving as an officer in the Missouri FFA Association.

ARTICLE X. STATE EXECUTIVE COMMITTEE

Section A. The Executive Committee shall consist of the elected FFA officers, the immediate past state officer, the state FFA advisor, the state FFA executive secretary, the state FFA executive treasurer, other Agricultural, Food, and Natural Resources state staff of the Department of Elementary and Secondary Education, and three Missouri Vocational Agricultural Teachers Association (MVATA) members to be selected as outlined in Section B of Article X. All shall be appointed by the State FFA Advisor with the approval of the State FFA Officers.

Section B. The three MVATA members shall be selected by the members of their respective professional district MVATA organization. A rotation will begin with the 2013-2014 school year with a one year member from the Northeast district, a two year member from the South Central district, and a three year member from the Southeast district. In 2014-2015 the terms will all be three year terms following this rotation: (2014-2015) NW, (2015- 2016) C, (2016-2017) SW, (2017-2018) NE, (2018-2019) SC, and (2019-2020) SE districts and continue with this rotation of MVATA Districts henceforth. Vacancies in regards to these MVATA positions will be the responsibility of the State MVATA Executive Committee to appoint.

BYLAWS
ARTICLE II. DUTIES OF STATE OFFICERS

Section A. **President**. It shall be the duties of the president to serve as chairman of the State Executive Committee and as chairman of the State convention. The president shall appoint all committees and shall serve as ex officio member of each. The president shall represent the Missouri FFA Association at the National FFA Convention. If unable to act as delegate, a replacement will be selected by the State Advisor. All other duties usually assigned to a president shall be carried out by the president of the Missouri Association unless they be in conflict with the National Constitution or the Missouri Constitution.

Section B. **First Vice-President**. It shall be the duty of the first vice-president to assist the president in directing the work of the Missouri Association. In case the office of president becomes vacant by resignation or otherwise, the first vice-president shall serve as president until the next regular election of officers. The first vice-president shall serve as a delegate to the National Convention. If unable to serve, the State Advisor will appoint a replacement.

Section C. **Secretary**. The secretary shall perform those duties common to this office, such as keeping accurate records of State conventions and State Executive Committee meetings. A copy of the proceedings of the State convention and of State Executive Committee meetings shall be given to the executive secretary. The secretary shall perform other duties assigned by the State Executive Committee. The secretary shall represent Missouri at the National FFA Convention. If unable to act as a delegate, a replacement will be selected by the State Advisor.

Section D. **Vice-Presidents**. It shall be the duty of the vice-presidents, acting under the direction of the president, to look after the welfare of the Missouri FFA Association. They shall represent the State Executive Committee at area meetings of Missouri FFA Association. At the direction of the Executive Committee, the Vice-Presidents may assume the role of treasurer, reporter, and sentinel, as appropriate.

Section E. **Advisor**. The advisor is ex officio member of all committees, including the State Executive Committee. It is the advisor's duty to review all applications for the State FFA Degree. The advisor shall advise the State Executive Committee and other constituted committees, and delegates regarding their work. During the annual State convention this person shall serve as advisor during sessions and shall make an annual report to the assembled delegates regarding agricultural education and the FFA.

Section F. **Executive Secretary**. The executive secretary shall act as secretary for the State Executive Committee. The executive secretary shall issue charters to chapters when so ordered by the advisor, and shall receive all reports from affiliated chapters, review them, and inform the State Executive Committee of the progress of the association. The executive secretary shall keep the permanent records of the association.

Section G. **Executive Treasurer**. The executive treasurer shall receive all dues, deposit them in a bank, and pay them out on the order of the association or of the State Executive Committee. The executive treasurer shall keep accurate records of all receipts and expenditures and shall make a full report to the annual convention of the association. This report shall be published in the "Missouri FFA Today" or made available in written form to the delegates. This person shall have prepared for the student treasurer an auditor's statement. This statement shall be made prior to the annual State convention. The executive treasurer shall assist the student treasurer with the audit and budget committee in preparing a budget and in auditing the funds of the association.

BYLAWS
ARTICLE V. PROCEDURE FOR ELECTING STATE OFFICERS

Section A. **Selection Process**. The procedure for selection of State Officers shall be according to the instructions in the latest edition of the Missouri FFA State Officer Handbook. Members who hold the State FFA Degree or who expect to be awarded this degree at the next convention and who desire to become candidates for State Office shall be interviewed at the area and state levels.

Section B. **Area Interview**. Officer candidate interviews will be held in each of the areas several days prior to the State FFA Convention.

1. Each area will follow the guidelines in the Missouri FFA State Officer Handbook to select a maximum of two candidates for state office.
2. Each area will submit the names of a maximum of two candidates selected by the Area Nominating Committee immediately following the interview process.

Section C. **State Interview**. A time will be provided prior to the opening of the State Convention for interviewing all candidates for State office who were recommended by the area interviewing committee.

1. The selection of the State Nominating Committee shall follow the guidelines of the most recent Missouri FFA State Officer Handbook.
2. The State Nominating Committee will follow the procedures in the Missouri FFA State Officer Handbook to select a slate of officers.
3. The State Nominating Committee shall present the slate of candidates selected as nominees for State officers to the delegate body during a regular convention session.
4. There shall be a minimum of one officer from each of the supervisory districts of the state, providing each district has a qualified candidate.

State Officer Advisor (Mentor)

This position will replace the position of the Past President on the executive committee. The duties of the mentor will include but are not limited to the following: assisting the state staff with training the current officer team, providing reflections and direction to the new officer team, attending meetings and events as directed by the executive secretary, and other duties as needed. The eligible members who can apply for this position are the immediate past state officer team. Selection will be conducted at the same time as Missouri's National Officer Candidate Interview. The national officer candidate from Missouri and this position cannot be the same person. Those interested from the immediate past state officer team will apply using the State Officer Advisor (Mentor) application, which can be found on the Missouri Agriculture Education Department website located at http://dese.mo.gov/college-career-readiness/career-education/career-education-programs/agricultural-education/ffa/apps_awards_guidelines .

Eligibility, Guidelines and Expectations

Eligibility

1. Must be an active FFA member.
2. Must hold the State FFA Degree or have been nominated for the degree by the executive committee.
3. Must be continuing their supervised agricultural experience program.
4. Must be enrolled in Missouri agricultural education in high school at the time of election.
5. Must have reliable transportation and driver's license throughout the year.
6. Must live in Missouri all year and not attend school out of the State of Missouri
7. Must be capable of delivering a prepared speech and/or extemporaneous speech.
8. Must be free of commitments to the military, organizations or activities which might conflict with state FFA responsibilities.

Job Description of the Office

The office is a position of leadership. The officers who are elected are charged with the responsibility of providing leadership and direction to the organization throughout the school year. The duties are placed into three general areas:

1. To motivate members to achieve their highest potential and to encourage their involvement in FFA.
2. To promote the organization and be an ambassador for Missouri FFA, Agriculture Education, and Agriculture.
3. To give direction to the work of the organization and perform all necessary tasks to execute the programs of the Missouri FFA Association.

Travel and Officer Request Policy

All activities engaged in by state officers representing the State FFA Association must be approved by the state office. State officers will be reimbursed for all necessary expenses including meals, travel, and lodging. Requests for your service will be done through the State FFA office. Chapter visits, Area Leadership Conferences, Banquet presentation all will be requested. These will be assigned from the state FFA Office. Each Chapter will still receive one chapter visit free of expense. If request for any event is not received 4 weeks in advance an effort will be made to schedule an officer, but no promises. More information about State Officer travel and requests can be found in the State Officer request form. This form can be found at http://dese.mo.gov/college-career-readiness/career-education/career-education-programs/agricultural-education/ffa/registrations_requests_invoices

Expectations

With this position of leadership you will have the opportunity to be the center of attention, but public appearance is not the largest part of the job. There will be a lot of hard work. This job is not a vehicle for self-gratification, it is a service job. The best attitude to have as an officer candidate is one of humility and dedication to service and a commitment to give to all students selflessly. To serve selflessly is to give of yourself completely to help FFA members grow and become better people. It means always having the best interest of the members in mind and doing what it takes to serve them.

Rank of office is not a consideration; a state officer team is a "share the wealth and share the work" group. One officer (President) will not get all the personal appearances and the secretary will not write all the letters, everybody will share the work load and be considered equal. You must have the attitude of serving the organization first rather than yourself.

You will not get this experience anywhere else. The growth and maturity that takes place during this year is very rewarding and you will enhance your leadership and interpersonal skills, as well as your self-confidence. You will have the opportunity to meet many wonderful people who will remain friends for life. You will also meet important and influential people in the industry who may be important in your future career. Many personal rewards will come from the members you meet at the various activities you will be engaged in.

While there are many positive outcomes, there are some challenging aspects as well. Your schedule at some times of the year will be grueling with many days away from home and traveling. You are a role model 24/7/365 even when you think you are on your private time. You must strive to be inclusive of all members and not press your particular beliefs (political or religious) onto FFA members. Once elected you are a state officer for life and individuals will not stop looking up to you just because you retired your jacket at the end of the year. You are reminded that once elected you will be looked up to and representing the association to a certain degree forever.

State officer activities will include approximately **20-35 days during the school year and 25-30 days in the summer months.** Experiences show that state officers in high school have very few problems meeting these responsibilities. If in high school while serving you will need to make sure you have discussed the responsibilities with your school administration and they understand the expectations. Officers in college also get along quite well, however they are advised to select carefully the courses they enroll in and sometimes reduce the number of hours carried. Those officers that intend to work during their term need to discuss the officer expectations and possible time they will need to be released from work responsibilities. Whether in high school, college or the work place, special attention should be paid to other activities you consider participating in (organizations, athletics, greek life, etc.). The expectation is that this Missouri FFA office be your primary (first choice) activity during this year. Failure to find balance results in the officer struggling in both their educational, work and FFA responsibilities. Remember that staying ahead of the game is much easier than trying to play catch-up for an entire semester or year. Organization, time management, and focus must be a daily part of an officer's life. Upon request, the Executive Secretary can provide a letter to professors or others explaining the role of a state officer. It is highly recommended that the officer candidates consult current/former state officers from the school they plan on attending to get a "feel" for the best way to approach school and state office.

You will be expected to participate in all meetings and functions that are required by the state advisor, executive secretary, and state staff. Below is a listing of several activities as they occur throughout the year, this is only a tentative list to give you a preview of the years events. Dates for mandatory attendance events are outlined by the State FFA Executive Secretary and will be expanded upon at the BLAST OFF State Officer Training.

Commitments for the upcoming year of Service

May 5-7 days	BLAST OFF – Officer Training LEAD	**December** 5-9 days	Chapter Visits GMC Planning Meeting Governor's Conference on Agriculture MO Farm Bureau Convention
June 6-9 days	State FFA Camp Public Speaking Academy Area Officer Institute HYMAX	**January** 7-10 days	Greenhand Motivational Conference Public Speaking Institute Chapter Visits
July 7-11 days	State FFA Camp HYPE State Presidents Conference Leadership Adventure Advocacy/Workshop Training	**February** 4-8 days	FFA Day at the Capital Chapter Visits Executive Committee Meeting FFA Week
August 5-7 days	District Fairs State Fair Chapter Officer Leadership Conferences	**March** 3-8 days	State Officer Interviews Chapter Visits Convention Planning
September 3-6 days	Chapter Visit Kickoff Chapter Officer Leadership Conferences Greenhand/Chapter Degree Initiations	**April** 6-10 days	State FFA Convention Chapter Banquets
October 7-10 days	Greenhand/Chapter Degree Initiations National FFA Convention	**May** 3-6 days	Chapter Banquets
November 3-5 days	Chapter Visits	**Opportunity to serve after Officer term**	

Missouri State Officer Commitments and Agreements

During the year as a Missouri State FFA Officer I commit to:

1. Serving as a member of the team, always maintaining a cooperative attitude.
2. Be totally dedicated to the total program of Career & Technical Education in Agriculture, Agribusiness, Agriscience, & the FFA.
3. Becoming thoroughly knowledgeable and up to date on current events in Agriculture, Career & Technical Education, FFA and world.
4. Treating all FFA members equally.
5. Behaving in a manner which conveys and commands respect without any air of superiority.
6. Maintaining dignity while being personable, concerned and interested in others.
7. Considering girl or boy friends as secondary to officer responsibilities.
8. Using wholesome language in all speeches and informal conservations.
9. Working untiringly through preparation and practice to develop myself into effective public speaking and projecting a desirable image of FFA at all times.
10. Regularly and on time writing/typing all letters, thank you notes, reports, email, and other correspondence which are necessary and desirable.
11. Working constantly to improve my ability to carry on meaningful and enjoyable conservations with individuals of all ages and walks of life.
12. Accepting and searching out constructive criticism and evaluation of my total performance.
13. Evaluating constantly my personality and attitudes making every effort to improve myself.
14. Maintaining and protecting my health and healthy lifestyle.
15. Avoiding participation in and actively discouraging any conversations which belittle or downgrades fellow FFA members, officers and adults.
16. Maintain at least a C in all course work.
17. Project a positive image on any websites or blogs, not limited to but including Facebook, Twitter and other social media avenues. Pictures are appropriate, promoting positive morals and behaviors. Groups in which you participate should reflect a positive purpose and interests, hobbies, etc. are appropriate.

During the year as a Missouri State FFA Officer I agree to:

1. Participate in all activities expected of me as a state FFA officer, except in severe emergencies.
2. Be willing to be away from home to participate in officer activities.
3. Wear official FFA dress as defined in the National FFA Official Manual.
4. As a state officer still in high school, I will forgo participation in Spring Career Development Events.
5. Being unwed, nor be the father or mother of a child at the time of serving as a State Officer. Further understood that I will resign my office if there are any changes in marital or parenthood status.
6. Being willing to take and follow instructions as directed by those responsible for me.
7. Forgoing all alcohol and tobacco.
8. Not using or possessing narcotics or illegal drugs in any form, at any time, under any circumstances.
9. Having body piercing jewelry removed, other than on ears on females. All tattoos must be covered.
10. Avoiding places or activities which in any way would raise questions as to my moral character or conduct.
11. Not participate in any illicit or promiscuous acts.
12. Maintain proper dress and good grooming for all occasions. This includes completely shaven faces for men and reasonable hair styling and color for men and women.
13. Immediately resigning from office upon conviction of a felony.
14. Understanding any legal conviction or action will be reviewed by the state FFA advisor &/or executive committee which may result in removal from office.

I have read, studied, and understand the above qualifications, commitments, and agreements. If elected to a state FFA office I will carry out my responsibilities in accordance with these established agreements and understand that limitations may be set on my role as a state FFA officer and/or I could be removed from office at any time by the state FFA Advisor or by a majority vote of the State FFA Executive Committee, if I do not completely adhere to these established State FFA Officer Agreements.

_____ _____

Signature of Applicant Date Signed

I believe this applicant understand the time, commitment, agreements, and responsibilities to perform as a State FFA officer and is willing and capable of meeting these requirements. For students under the age of 18 and still in high school: School district understands that the student is still under the supervision of the school district and will make arrangements (with the state FFA Advisor) for the student to be adequately supervised according to the district's policies and procedures. The school district is responsible for providing said supervision and related expenses.

_____ _____

Signature School Administrator (Title) Date Signed

_____ _____

Signature of Parent/Guardian Signature of Agriculture Instructor

Selection Process

Area Selection, Responsibilities and Guidelines

Each Area should select a nominating committee using the parameters outlined in the state selection responsibilities and guidelines portion of this handbook. The state executive secretary will provide each area with two (2) current state FFA officers as a part of the area's nominating committee, if requested. It is recommended the area have at least three (3) adults and the two (2) current state officers as a minimum for the committee for a minimum of five (5) members on the area nominating committee. The Area will set their date for their selection and this should occur on or before April 1st of each year.

Each area should provide the opportunity for the candidates to have at least three (3) of the five (5) rounds outlined in the state selection process. The personal interview round must be one of the three. The entire committee should watch and review each round as they make their selections.

The nominating committee will select up to two (2) candidates from each Area to advance to a state interview process. The candidates that advance to the state interview process shall be from different chapters of said Area. In the event an Area does not have any candidates apply, they will not have any officer candidates for state officer. If the Area only has one candidate apply and they meet the eligibility requirements and the nominating committee selects them, the Area would only have one candidate that year at the state selection.

All paperwork is due in the State FFA Office on or before March 1st. The candidate will not bring any paperwork to the Area interview; the state office will provide the Area with the paperwork through the appropriate District Supervisor. See the section titled "How to Apply for Missouri State FFA Officer" for instructions.

State Selection, Responsibilities and Guidelines

Nominating Committee Guidelines

The selection of the State Nominating Committee should consist of the following members:

A. Three (3) Past State Officers or National Officer Candidates or National Nominating committee member that is a minimum of five (5) years removed from service and not currently teaching Agricultural Education.
B. Two (2) individuals from agricultural industry or Missouri FFA Stakeholders
C. Three (3) current State FFA officers – they should not be from a chapter that has a candidate in the current pool.
D. Three (3) Agricultural Educators – These shall be the three that are outlined in the current Missouri FFA Constitution as part of the State FFA Executive committee. Exception, if any of these educators have officer candidates then that district should provide a name for a replacement educator.
E. One (1) State Staff member – they will chair the committee and be ex-officio (non-voting). They are allowed to provide guidance and input in the process.

The nominating committee will be appointed by the Missouri Agricultural Education State Staff. MVATA members, MVATA Executive Committee, Ag Ed Joint Staff, or State FFA Executive committee can make nominations or individuals on their own can express their interest. Nominations will need to be made by February 1st using the nomination form found on the DESE website. The members of the nominating committee cannot serve more than three years in a row and every effort will be made to not have the same committee or a completely new committee each year.

The nominating committee will use the outline listed below to select their slate of officers.

A. The committee will meet at the arranged time by the State FFA Executive Committee.
B. Screen the candidates that have been submitted by each Area. There is the potential of up to 32 candidates from the 16 Areas.
C. All committee members will be a part of all rounds.
D. All candidates will report to holding room at the assigned time and be released when they have completed all their preliminary rounds.
E. The nominating committee decision will be final
F. The committee will have (day one) preliminary rounds, which include the Personal Interview, Written Exam, Writing Exercise, and the Stand/Deliver round. After these preliminary rounds the number of candidates will be reduced to 20-22 for the second round of interviews. The candidates continuing in the process will be announced at the beginning of the second day of interviews.
G. The second round (day two) of interviews will consist of a group/situation/role play round, followed with a personal interview, and another round at the discretion of the nomination committee if desired.
H. The committee will ensure that each Agricultural Education District has one state officer (if a candidate has been submitted and meets the requirements) totaling six (6) of the state officer team. The remaining ten (10) members will be selected at large from the pool of eligible candidates narrowed from day one. Summary – Six (6) officers – one (1) representing each MVATA District and ten (10) officers selected at large for a total of sixteen (16) officers.
I. The committee will nominate a President, 1st Vice President, and Secretary from the 16 member team selected on day two.
J. The committee will announce the results of the final sixteen at the conclusion of day two.

K. The committee will not announce the President, 1st Vice President, and Secretary at this time. They will be announced at the business session of the State FFA Convention along with the other successful candidates.
L. Potential schedule for the selection process:
    a. Nominating committee meet Thursday evening for orientation and preparation with dinner
    b. Nominating committee begin interviewing candidates Friday morning.
    c. Friday evening social activity for all 32 candidates and expose all candidates to non-state officer opportunities to serve Missouri FFA and Agriculture in the State.
    d. Announcement of the successful 20-22 candidates Saturday morning at a breakfast event.
    e. Nominating committee has the second round of interviews on Saturday.
    f. Nominating committee announce the successful sixteen officers Saturday at the conclusion of the interview process. Possibly at a meal or reception function.
    g. The President, 1st Vice President, and Secretary will not be announced until the business session of the current State FFA Convention.

Interview Round Descriptions

A. Personal Interview

Past experiences are the best predictor of future performance in similar situations. The nominating committee will use open-ended questions and ask the candidates to give specific examples of when they demonstrated particular behaviors or experiences. The candidates should use their SAE or work experience, school projects and activities, hobbies, volunteer work, family life, etc. as examples of past performance.

Areas that will be covered include: candidate background, knowledge of agriculture education, knowledge of FFA, knowledge of agriculture, motivation for seeking office, candidates supervised agricultural experience program, communication and interpersonal skills, and other areas deemed appropriate.

The nominating committee will start this interview by asking for a personal introduction. This introduction should include: name, chapter/school, SAE, FFA involvement, extracurricular activities, and future plans (FFA, College, and Career).

Traits to be evaluated are communication, being a team player, knowledge of agriculture, education, and FFA, organization skills, candidates' character and passion for success, ability to influence others and critical thinking. A rubric will be used and this portion is based on 400 points. There will be 8-10 minutes allowed for this interview.

Sample questions:
- ✓ Describe a situation when you had to help people with differing viewpoints reach a constructive solution? What did you do? How did it work out in the long run?
- ✓ What is your definition of "Living to Serve"? Provide examples to help us understand your definition.
- ✓ How will the leadership skills you have gained in FFA help you with your role as a State Officer?
- ✓ What skills or traits would you like to improve? What steps are you taking to make these improvements?

B. Written Exam and Writing Exercise

Written Exam

A written exam will test the knowledge of the candidate on information that is appropriate for a State FFA Officer to know. The candidate will be supplied with a pencil and the exam, no other materials will be allowed in the exam area. The exam will consist of 50 multiple-choice questions and will be based on 100 points. 30 minutes of time will be allowed for this exercise. Exam questions will be developed from information found in the publications on the resource list below:

Current Official FFA Manual
- Current printed version (updated every 2 years)
- PDF version (https://www.ffa.org/about/who-we-are/official-manual)

Farm Bureau Food and Farm Facts (available at www.fb.org or your Farm Bureau Office)
Current Missouri FFA Fact Sheet
Missouri FFA Today (New Horizons' Insert)-Past 12 Months (available online at www.missouriffa.org)
Missouri Agriculture Information – Missouri Department of Agriculture website
Missouri FFA Constitution found at www.missouriffa.org

Writing Exercise

State FFA officers will be expected to complete a number of written correspondences with state staff, students, teachers, sponsors and stakeholders they meet throughout their year of service. The ability to communicate clearly through writing is just as critical as the ability to communicate through speech. Examples of writing exercises could include but will not be limited to the following: letter of request, thank you note, an invitation to a FFA activity, thank you letter, social media posts, officer blog or an article for a newsletter (i.e. FFA Camp). The writing exercise will be based on 100 points and follow the rubric located in the handbook. Time allotment will be 30 minutes.

Example exercise:

- ✓ Using the following proficiency award sponsor information, prepare letter of thanks for their support.
  - Sponsor Company, Sponsor Contact, Address, Award Sponsored.

C. Stand and Deliver

The stand and deliver round allows the nominating committee to observe the candidate's ability to develop and organize a prepared speech, deliver a spoken presentation, and respond to questions regarding a given topic or scenario.

The candidate will be presented with three scenarios. Each scenario will include the topic and information about the intended audience. Candidate will chose the topic that best suits them. Candidates will have 10 minutes to prepare a 3-4 minute speech on a topic related to the identified topic area. The candidate will then move to the interview room to deliver their speech.

Note cards will be provided and no outside resources or materials will be allowed in the preparation room. Time will be called at the end of four minutes no matter where the candidate is in delivery. 4 minutes of questions will then be asked to the candidate. Time will be called at the end of 4 minutes of questioning regardless of where the candidate or interviewer is in the response or question.

Topics will be chosen from Agriculture Current Events and Issues, FFA Current Events and Issues, and Education or Agricultural Education Current Events and Issues. The round will be based on 400 points. A list of current hot topics that will be used for the interview will be posted on the DESE website by February 1 of each year. The list will be 6-8 topics in length.

Example of a Stand and Deliver Topic

- ✓ You have been asked to attend the Governor's Conference on Agriculture and given the topic of "Building Communities through FFA". The audience at the conference will include stakeholders from agriculture and statewide media members. Prepare 3-4 minutes of remarks related to the topic. You will then be asked question from audience members.

D. Group, Situation or Role Play Scenario

This activity will observe the candidates ability to handle a scenario or situation that is common to the state officer experience. Being an officer requires people skills to interact with members, advisors, parents, stakeholders and the general public. This could involve a simple role-play or group activity to determine how the candidate(s) would react in a practical officer situation. This activity could occur as a group of 4-6 or as individuals, at the discretion of the nominating committee. This could include but is not limited to the following: plan a workshop or plan and present a piece of a workshop, school board presentation, provide reflections at the end of an event, conversation or meeting with stakeholders (administrators, community leaders, alumni, sponsors) of Agricultural Education and FFA, media interview, roundtable, etc.

The candidate or group will be allowed 10 minutes of preparation time for a 5 minute presentation. There will be 3 minutes allowed for questions from the committee. If a group activity is selected the nominating committee will observe the 10 minutes of preparation as a part of the scoring. This activity will be based on 400 points.

Material that will be provided (no materials can be brought to the room) for the preparation time period: Flip chart, markers, pencils, and note cards.

Example Scenarios:

- ✓ You are concluding the Wednesday activities of FFA camp. The Camp Leadership Director has taken ill and you are to present the end of the day reflections to the campers before they head to their cabins. The day has been filled with a conservation leadership session on forestry, tournament play, Farm Bureau leadership session on "Telling your Story", state officer skit and motivational remarks and has concluded with the student lead vespers program. Take your 10 minute preparation time to prepare a 4-5 minute reflection about the day of FFA Camp.

- ✓ You are attending an Area Greenhand Conference with a National FFA officer: the national officer has become ill and cannot present their 45 minute workshop to the 150 members in attendance. The topic is "FFA Opportunities". You will take the next 10 minutes and develop the outline and objectives with activities that you will be used to present the workshop. You will then present your completed outline with discussion to the nominating committee.

- ✓ Scenario: You and three other state officers are on a chapter visit. When you meet the advisor they inform you that in the preparation for your visit they did not mention they wanted you to present a workshop to the local officer team on "Teamwork". The local officer team will meet in 10 minutes.

  Assignment: Take the next 10 minutes and develop the outline (including objectives, introduction, and activities to support your objectives, and the reflections or application the officer team will take with them) you will use to present to the local officer team. At the end of the 10 minutes you will present your completed outline with discussion of each piece to the nominating committee.

E. Follow up Personal Interview

This round will follow the Personal Interview guidelines. This interview can be used to gather new information or ask follow-up questions for clarification purposes. A rubric will be used and this portion is based on 400 points. There will be 8-10 minutes allowed for this interview.

F. Additional Round if desired by Nomination Committee

Open interview for any type of question from the nominating committee. This round may be conducted in any means the committee deems appropriate. This may include group interviews, making introductions, personal reflections, critical thinking, etc. The time will be determined by the committee.

How to Apply for Missouri State FFA Office

1. Confirm you have received or will be receiving the State FFA Degree.
   (You should send in your paperwork if you desire to run for a state office even though the State FFA Degree Selection committee has not finalized the State FFA Degree List. Eligibility will be checked once the committee concludes its work.)

2. Complete the State FFA Officer paperwork:
   a. State FFA Officer Applicant Information
   b. Agreement Page 1 & 2 – Including all signatures
   c. State FFA Officer Candidate Biography and Photo
      (need to insert your photo into a word document, save as PDF, then upload in application)
   d. Letter of Application – attach to the email as separate file
   e. New Officer Activity Dates – availability form
   f. Jacket Order Form
   g. Information for Finalists for State Selection
   h. Permission form
   i. Medical Form
   j. Obtain all necessary signatures
   k. Obtain a copy of your State FFA Degree Application – attach to the email as separate file
   l. All paperwork emailed to state office on or before March 1at 5:00 p.m.

3. Include a copy of your State FFA Degree Application when mailing in your paperwork. This can be in a separate attached file.

4. Contact your FFA Advisor and have them fill out the required Advisor Recommendation and submit according to the directions on the form.

5. All paperwork, including necessary signatures, is due via email (you will need to fill out application, get signatures, and scan) in the State FFA Office on or before March 1st at 5:00 p.m.. The state office will then provide each Area with the paperwork and number of candidates that have been submitted through their District Supervisor.

6. Forms can be found on the Missouri Agriculture Education Department website located at http://dese.mo.gov/college-career-readiness/career-education/career-education-programs/agricultural-education/ffa/apps_awards_guidelines

7. Each chapter that has a candidate in the final state selection process will be invoiced a fee to be determined by March 1 of each year. These dollars will be used to offset expenses for hotel rooms, meals, drinks, snacks, for candidates and nominating committee.

Guide to Preparation for the Selection Process

Develop an Understanding of FFA's Role in Agricultural Education

- ✓ Review the history of Agricultural Education and the introduction of FFA.
- ✓ Review and understand Agricultural Education's place in Career & Technical Education.
- ✓ Review the concept of the three circle model of Agricultural Education.
- ✓ List the values of FFA to the members, home, school, and community.

Develop a Base Knowledge of FFA Fundamentals

- ✓ Review the information in the publications listed on the Examination Resource List.
- ✓ Review the basics; i.e. Creed, Mission, History, Organizational Structure, Awards, and Etc.
- ✓ List your FFA experiences and describe the lessons you learned from those experiences.
- ✓ Review the activities that take place in your area, district, and the state.
- ✓ Develop an understanding of what FFA is to you.
- ✓ Learn and understand the mission & strategies of the FFA.
- ✓ Review the three divisions within the program of activities.
- ✓ Understand the organization and function of the FFA Alumni.

Develop a Working Knowledge of Current Issues in Education and Agriculture

- ✓ Read education and agriculture periodicals.
- ✓ Meet with school administrators to talk about the issues in education.
- ✓ Meet with agricultural professionals in your community to learn about issues.
- ✓ Visit with FFA members to learn of their concerns and suggestions for the organization.

Practice for the Interview Process

- ✓ Set up interviews with several different individuals.
- ✓ Follow the outline of the interview format to simulate the interviews.
- ✓ Wear your official dress to practice the interviews.
- ✓ Brainstorm a list of possible questions to practice.
- ✓ Read interview information available in your school library or guidance office.

Practice for the Knowledge Examination

- ✓ Complete the questions of past FFA quizzes available from your advisor.
- ✓ Develop a list of possible questions from the information in the resources.
- ✓ Make a set of Ag Ed/FFA Quiz flash cards to carry in your book bag.

Prepare Yourself

- ✓ Develop an understanding of why you want to serve the organization.
- ✓ Clean up your official dress to display the appropriate image.
- ✓ Read motivational literature.
- ✓ Prepare to have a positive attitude throughout the selection process.
- ✓ Practice your people skills.

List of Resource Materials

The following list of resources is for possible reference in preparing for the interview process; however, questions for the knowledge exam will be taken only from the resources referenced for the exam.

- ✓ Official FFA Manual (current printed version **AND** online PDF version)
- ✓ Robert's Rules of Order
- ✓ FFA New Horizons – *Past 12 months*
- ✓ Missouri FFA Today (New Horizons' Insert) – *Past 12 months*
- ✓ Missouri FFA Website (www.missouriffa.org)
- ✓ Missouri FFA Fact Sheet (www.missouriffa.org)
- ✓ Missouri Agriculture Information – Missouri Department of Agriculture website (http://agriculture.mo.gov/)
- ✓ National FFA Website (www.ffa.org)
- ✓ Farm Bureau Farm Facts Booklet (Available online at www.fb.org or your county Farm Bureau Office)
- ✓ Missouri Department of Education Website (www.dese.mo.gov)
- ✓ Missouri Career, Technical & Agricultural Education Website:
  - http://dese.mo.gov/college-career-readiness/career-education
- ✓ *Local Program Success* Teacher's Manual
- ✓ Missouri FFA Constitution and By-Laws – (www.missouriffa.org)
- ✓ The FFA at 50-Golden Anniversary Book
- ✓ Brochures published by the National FFA Organization
- ✓ Agricultural Publications
- ✓ Commodity Organization Publications
- ✓ Local FFA members and advisors

SCORING GUIDE for PERSONAL ROUND

STATE OFFICER PERSONAL ROUND SCORECARD	Score candidate for each criteria from 1 to 5. 1 = Strong Evidence the Attribute is NOT Present 3 = Some Evidence the Attribute is Present 5 = Strong Evidence the Attribute is Present			
Attitude Traits				
1. Team Player	Score	Factor	Sub Total	
- Works well in teams; as leader & member		4		
-Accepting of differing points of view		4		
- Puts goals of the team above self		4		
			TOTAL	
2. Passion for Success				
- Committed to FFA and its members		4		
- Energetic and shows initiative		4		
- Self Confident, goal setter		4		
			TOTAL	
3. Character				
- Maturity, integrity, reliability, trustworthy		4		
- Work ethic, flexibility, and is coachable		4		
- Positive attitude, compassion, and sincerity		4		
			TOTAL	
Skill Traits				
4. Leadership and Influence				
- Motivates/supports FFA members & partners		4		
- Ability to mentor and lead others		4		
- Positive attitude, compassion and sincerity		4		
			TOTAL	
5. Communication and Organization Skills				
- Demonstrates effective speaking & listening		4		
- Efficient time management /prioritization		4		
- Effective verbal & non-verbal communication		4		
			TOTAL	
3. Critical Thinking Skills				
- Solves problems with critical thinking		4		
			TOTAL	
Knowledge Traits				
1. FFA and Agriculture Education				
- FFA programs, mission, purposes		4		
- Current issues in Ag Education		4		
			TOTAL	
2. General Knowledge				
- Awareness of agriculture/current events		4		
-Demonstrates knowledge of individual SAE		4		
			TOTAL	
TOTAL SCORE				

SCORING GUIDE for WRITING EXERCISE

STATE OFFICER WRITING EXERCISE SCORECARD		
	Possible Score	Score
1. Accomplished the purpose of the Assignment	20	
2. Professionalism/Etiquette	20	
3. Appropriate Content	20	
4. Proper use of Grammar, Spelling, Punctuation	20	
5. Neatness, completeness	20	
TOTAL SCORE		

SCORING GUIDE for STAND & DELIVER

STATE OFFICER STAND & DELIVER SCORECARD		
	Possible Score	Score
1. Content Related to Topic	60	
- Extent to which the topic selected was addressed		
-Accuracy of Statements		
- Appropriateness of content to address topic		
2. Organization	40	
- Organization of content		
- Unity of thought		
- Logical Development		
- Language used		
3. Power of Expression	70	
- Conveyance of thought & meaning		
- Communication ability inclucing fluency, emphasis directness and sincerity		
4. Stage Presence	40	
- Personal appearance		
- Poise and body posture		
- Positive attitude, confidence and personality		
- Ease before an audience		
5. Voice	40	
- Volume, rate, pitch		
- Pronunciation		
- Force		
6. General Effect	70	
- Extent to which the presentation was interesting understandable, convincing, pleasing and held attention		
- Evidence of purpose		
7. Response to Questions	80	
- Ability to answer questions effectively and factually		
- Indication of original thought and familiarity with topic		
- Ability to think quickly		
TOTAL SCORE	400	

SCORING GUIDE for GROUP ACTIVITY

FFA Officer GROUP ACTIVITY SCORECARD						
Preparation / Process	A	B	C	D	E	F
1. Ability to quickly understand the situation/prompt	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
2. Active MEMBER of the group providing input	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
and focus						
3. Active LEADER/INFLUENCER in group encouraging all	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
all members to contribute constructively						
4. Effective problem-solving approach and ability to	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
communicate effectively						
5. Performance under pressure	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Presentation/ Implementation						
6. Played key role in developing a complete plan	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
7. Clearly & Appropriately completed role/followed	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
the plan						
Questions						
8. Effective / Accurate response to questions	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5
Points						
X Factor of 10	x10	x10	X10	X10	x10	x10
Total Score						

SCORING GUIDES for SITUATION / ROLE PLAY

STATE OFFICER SITUATION / ROLE PLAY SCORECARD		
1. PREPARATION	Possible Score	125
- Understood and followed prompt	25	
-Established clear objectives / key messages	25	
- Focused on target audience	25	
- Utilization of relevant / purposeful learning activities	25	
- Utilization of relevant persoanl experiences/stories	25	
	TOTAL	
2. Presentation	Possible Score	125
- Clearly communicated objectives / key messages	25	
- Relevant and purposeful content	25	
- Professionalism	25	
- Rapport	25	
- Minimal use of notes/script	25	
	TOTAL	
3. Response to Questions	Possible Score	50
- Clearly articulated responses	25	
- Answers accurately reflect presentation/preparation	25	
	TOTAL	
4. Overall Impression	Possible Score	100
- Evidence of Problem Solving	25	
- Poise	25	
- Evidence of relevant knowledge/skill	50	
	TOTAL	
TOTAL SCORE	400	