**Your Role as a Gholson FFA Officer and Gholson FFA Chapter Member**

Everybody in our chapter needs to make sure of one thing. **WE are all here to serve each other, our school, and our community in the highest standard possible. We will always conduct ourselves in a professional manner whenever we are in public and at school events**. You represent not only the Gholson FFA or the Gholson AG Program, but you also represent Gholson ISD and our community. Please keep this in the back of your minds whenever you are on social media and in public. If you have any doubts that what you are doing is wrong then more than likely you shouldn’t be doing it. If you have any questions please contact your FFA Advisor and/or other School Administration. We are always here to help you make the best life choices possible and my door is always open to ANYONE if you need talk about anything.

***Your elected 2017-2018 Gholson FFA Chapter Officers***

* President- Savannah Keel (10)
* Vice-President- Karson Goates (10)
* Secretary- Anthony Gunn (11)
* Treasurer- Bradie Heaton (10)
* Student Advisor: Brett Castanon (12)
* Reporter- Jaycie Walpole (10)
* Sentinel: Vanessa Alvarado (11)
* Parliamentarian- Octavian Roman (10)
* Historian- Madison Keel (10)
* Chaplain- Cassidy Craig (10)

**Duties and responsibilities of ALL Gholson FFA Members**

For a chapter to operate effectively, each member must play an active role. FFA is truly an organizational of, by and for its members. Members decide and direct the activities of their own chapter under the guidance of the FFA advisor. They hold positions of leadership and conduct all activities. The success or failure of chapter activities and programs rests with the membership.

Each member is charged with the responsibility of upholding the ideals and principles with the Gholson FFA program, the FFA code of Ethics, as well as participating in all Gholson FFA chapter activities.

**Duties of each officer as followed:**

* President:
	+ Preside over meetings according to accepted rules of parliamentary procedure.
	+ Appoint committees and serve on them as an ex-officio, non-voting member.
	+ Coordinate the activities of the chapter and evaluate the progress of each division of the POA.
	+ Represent the chapter in public relations and official functions.
* Vice-President:
	+ Assume all duties of the president if necessary.
	+ Develop the POA and serve as an ex-officio, non-voting member of the POA committees.
	+ Coordinate all committee work.
	+ Work closely with the president and advisor to assess progress toward meeting chapter goals.
* Secretary:
	+ Prepare and Post the agenda for each chapter meeting.
	+ Prepare and present the minutes of each chapter meeting.
	+ Place all committee reports in the secretary’s file.
	+ Be responsible for chapter correspondence.
	+ Maintain member attendance and activity records and issue membership cards.
	+ Have on file for each meeting:
		- The secretary’s file
		- Copy of Gholson FFA POA, including all standing and special committees.
		- Official FFA Manual and the Official FFA Student Handbook.
		- Copy of the Chapter Constitution and Bylaws.
* Treasurer:
	+ Receive, record, and deposit FFA Funds and issue receipts.
	+ Present monthly treasurer reports at chapter meetings.
	+ Collect dues and special assessments.
	+ Maintain neat and accurate treasury records.
	+ Prepare and submit the membership roster and dues to the National FFA Organization through the Texas FFA Association office in cooperation with the Gholson FFA secretary and Gholson FFA Advisor.
	+ Serve as chairperson of the finance committee.
* Reporter:
	+ Serve as chair of the POA public relations committee.
	+ Plan public information programs with local radio, television, newspaper, and service clubs and make use of other opportunities to tell the FFA story.
	+ Release news and information to local and regional news media.
	+ Publish/monitor a chapter newsletter or website.
	+ Prepare and maintain a chapter scrapbook.
	+ Send articles and photographs to ***FFA New Horizons*** and other national and regional publications and websites.
	+ Work with local media on radio and television appearances and FFA news.
	+ Serve as the chapter photographer.
* Sentinel:
	+ Assist the president in maintaining order.
	+ Keep the meeting room, chapter equipment and supplies in proper condition.
	+ Welcome guests and visitors.
	+ Keep the meeting room comfortable.
	+ Take charge of candidates for degree ceremonies.
	+ Assist with special features and refreshments.
* Student Advisor:
	+ Supervise chapter activities year round and help develop the chapter POA.
	+ Inform prospective students and parents about FFA.
	+ Instruct students in leadership and personal development.
	+ Build school and community support for the program.
	+ Encourage involvement of all chapter members in activities.
	+ Prepare students for involvement in career development events and leadership programs

**Additional Officers that Gholson FFA may have *IF* elected**

* Historian:
	+ Develop and maintain a scrapbook of memorabilia to record the chapter’s history.
	+ Research and prepare items of significance of the chapter’s history.
	+ Prepare displays of chapter activities and submit stories of former members to the media.
	+ Assist the reporter in providing photography for chapter needs
* Parliamentarian:
	+ Be proficient with parliamentary procedure.
	+ Rule on all questions of parliamentary conduct at chapter meetings.
	+ Serve as a participant or an ex-officio member of the parliamentary procedure team.
	+ Conduct parliamentary procedure workshops at the chapter level.
	+ Chair or serve as ex-officio member on the conduct of meetings committee.
* Chaplain:
	+ Present the invocation at banquets and other FFA functions.
	+ Conduct reflections services at summer camps and conferences.