LIVING TO SERVE
State Officer Handbook
Expectations, Qualifications, Agreement & Details - 2020 Edition
INTRODUCTION

Every year the Washington FFA Association elects six student members to serve as State FFA Officers, representing our association of approximately 12,000 members statewide. The year of state office is a year of service. Those who choose to run, are making the choice to dedicate a year of their lives serving the goals, mission, and vision of the state association.

As a state officer, a great deal is expected of you. Many people – including state staff and, most of all, FFA members – will require your time and talents. During this year of service there will be little time left to call your own. Midnight bedtimes and early mornings become part of your everyday life. It will be a challenging year full of joys and discomforts – with the joys far outweighing the discomforts. There is nothing like seeing a student’s face light up when they learn from you and/or succeed, having them share with you because you “get it” or when they tell you they took a positive risk because of your influence.

Being elected to state FFA office is making a commitment to service that is unique to most student organizations. In addition to serving and representing more than half a million FFA members nationwide, state officers represent our association to school administrators, teachers, students, parents, alumni, community stakeholders, business and industry representatives; elected officials... the list goes on and on. They are truly advocates for agriculture education, FFA, and the agriculture industry to every person they meet. State officers provide leadership development opportunities through workshops and activities teaching others about the FFA, leadership, teamwork, personal growth, agriculture, and career success. They provide inspirational and informative speeches in a variety of settings. The state officers are above all, a TEAM that works together with state staff to set and accomplish the goals of the Washington FFA Association.

This large task requires dedication, motivation, and some sacrifice, but it is a year of learning, reflection, and growth that few experiences can parallel. Knowing that, in the course of a single year, you made a positive difference in the lives of thousands of FFA members, advisors, partners, state leaders and others may be the greatest personal benefit of serving as a state officer. This handbook serves as a resource for elected officers about the expectations, policies, standards and agreements during their year of service.

THE “JOB” OF A STATE FFA OFFICER

While State Office is not a “job” proper – it might feel that way and the Association hopes to equip you with professional skills and experiences that your peers won’t receive until they are well into their careers.

Each individual’s experience as a state officer will vary, as each year there are different opportunities available, different goals set by the team, different needs of the association. However, the primary responsibility of a state officer is to SERVE. All state officers can expect to travel many miles, and meet many people. While the schedule can be challenging, the experience is rewarding as you have the opportunity to be a positive difference in the lives of others every single day.

You will be expected to give your time and effort towards accomplishing the goals of the organization on a daily basis. You can expect late nights and early mornings – and not nearly as much personal time as you may be used to.

The National FFA Organization asks their officer team to live up to 8 guiding principles, which are great guidelines for our association’s team to follow as well. Those who commit their time, energy and passions toward learning, living and modeling these eight keys of success will not only successfully complete their term of service, they will move toward excellence professionally. The following is a summary of each of the eight keys, along with already established procedures that will help you achieve success.
8 GUIDING PRINCIPLES

Those who commit their time, energy and passion toward learning, living and modeling these eight keys of success will not only have a successful term of office but will grow toward personal excellence.

BE THE BRAND

FFA State Officers are committed to representing and upholding the FFA brand. This includes communicating the FFA brand, vision, mission, and key organizational messages to others - whether it is the history of FFA, SAEs, agricultural education or current issues facing agriculture. This requires the officer to be in their role 24 hours a day, seven days a week, for 365 days. As part of the FFA brand, there are general rules of behavior to follow, including projecting a professional image, using proper etiquette, interacting positively with all you encounter and promoting diversity.

1. Be dedicated and committed to FFA, Agricultural Education, and the Agricultural industry.
2. Do not use alcohol, tobacco, and illegal substances at any time during your year of service to the FFA.
3. Avoid places or activities that in any way would raise questions as to one’s moral character or conduct. Forego dating (perceived or real) relationships with current FFA members.
4. Use appropriate language in all speeches and informal dialogue. (No cursing, offensive language/jokes)
5. Maintain proper dress and good grooming for all occasions. If it is an FFA function, appropriate dress is OFFICIAL DRESS.
   • For those identifying male, this means being clean-shaven with hair that is groomed in professional manner (trends aren’t necessarily professional).
   • For those identifying female this means conservative, professional hair and makeup (trends aren’t necessarily professional) and if choosing to wear the skirt for official dress (team must be consistent in this) it must be at least kneecap length and not overly form-fitting.
   • How you present yourself at the time of election is what needs to be maintained throughout the year.
6. Be willing to take and follow instructions as directed by those responsible for State Officers and state FFA programs.

THIS IS IT

The training and experiences in this area center on life and time management. An officer should excel in these areas so that they will be able to give their full concentration to focus on the present. This includes:

• Logistics Management: use of computer and technology, appropriate management of travel and budget, completing required paperwork properly and on time, and maintaining strong communication with state staff and chapter advisors.
• Meeting Management: creating and following agendas, consensus building, bringing people back to task, and keeping focus.
• Life Management: prioritizing, meeting deadlines, and managing timelines.
• Financial Management: maintaining your personal finances, and understanding association/foundation budgets.
• Focus: listening and bridging by connecting conversation topics to FFA key messages and programs.
• Team: understanding roles on team, following the team code of ethics, following the team mission and following the team vision.

1. Be willing to commit the entire year to the state officer activities, including the creation of a State Officer Program of Activities.
2. Be willing and able to travel and serve the Washington FFA Association.
3. Consider FFA officer activities to be your primary responsibility.
BALANCING ACT

A State Officer must consider personal health, wellness and stress management as a key to success. Taking care of yourself will be important, as you have many early mornings, long nights, and potentially stressful situations. Included in this key commitment are flexibility/adaptability; personal reflection & growth; keeping a realistic view of self; and preparing to transition back after your year of service. It is important to maintain relationship with your friends and family, and not let your year of service be threatened by poor health as that limits your ability to fully serve FFA members and your teammates.

1. Maintain and protect your health.
2. Regularly, and on time, write all letters, thank-you notes, emails, and other correspondence, which are necessary and desirable. It is appropriate to follow up chapter visits, business and industry tours, and meetings with thank-you cards.

STEP UP TO THE BLACKBOARD

Training and experiences in this key will help officers gain confidence in their abilities to take positive risks. To achieve this, a state officer must be committed to trying new things, approaching failure & feedback as a learning experience, building team trust and resolving conflict.

1. Accept and search out constructive criticism and evaluation of your total performance.
2. Through preparation and practice, develop yourself into an effective public speaker and project a desirable image of FFA at all times.

PAY IT FORWARD

Service is an important component to an officer’s year. The training and experiences in this area will help make service more realistic to you and it will help you approach the year of service with a plan. This includes: focusing on the future value of your current work (board work, business and industry tours, meetings and chapter visits, etc.) building strategic relationships/partnerships; treating everyone with respect; teaching workshops in an engaging manner and teaching to meet all learner needs (learning abilities, diversity, etc.).

1. Strive to improve your ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
2. Treat all FFA members equally by not favoring one over another.
3. Conduct yourself in a manner that commands respect without any display of superiority.
4. Maintain your dignity while being personable, concerned, and interested in contacts with others.
LIVE ABOVE THE LINE

This key focuses on virtues and behavioral characteristics that should be associated with a state officer. These include responsibility, integrity, keeping promises, speaking with purpose (communicate in a positive, honest, and direct way), dealing in a constructive way with difficult people/teammates and seeking win-win solutions.

1. Evaluate, periodically, your personality and attitudes, making every effort to improve yourself.
2. Serve as a member of the team, always maintaining a cooperative attitude.
3. Work in harmony with fellow FFA members, officers, and state staff.
4. Do not willingly engage in conversations detrimental to other FFA members, officers, and adults. This includes on social media networks.

LEARNING FOR LIFE

This key focuses on the importance of learning throughout your officer year. Developmental topics will include but are not limited to communicating about agriculture education, the history and foundations of FFA, as well as its future direction, Washington agricultural education, and the industry of agriculture – both in our state and nationwide. Officers will learn advanced workshop and speech design and delivery methods. Growing your knowledge of yourself and your knowledge of your team members will allow the officer to perform more efficiently and effectively.

1. Become knowledgeable of agriculture, education in agriculture, industry, and FFA.
2. Keep yourself up to date on current issues.

FUEL THE FIRE

This focuses on passion. To achieve this, the state officer will discover and build on their own personal interest and passions. The officer will use the team’s passion to develop themes (for example – DOT, service, State Theme) and will learn to share their passion by building individual and team relationships with state staff and teachers through effective delivery of workshops and speeches.

State FFA Officers are required to perform on a very vigorous and continuous basis. Therefore, it is necessary that those who are elected are highly qualified, able and willing to perform. While the eight keys to success support state officers, the State Officer Agreement clearly delineates the expectations, responsibilities, behaviors and standards that State Officers are bound by during their year of service. The Agreement is found at the end of this handbook for reference. All state officer candidates, their parents and advisors must sign a copy of the Agreement as part of the candidate application.
SCHEDULING

The Executive Director shall have the primary responsibility for arranging and coordinating the schedule of activities for the state FFA officers. In so doing, the Executive Director shall arrange for a maximum involvement of the six state officers in an exciting year of activities.

The overall objective of officer scheduling is to represent FFA at local, state, national and international activities. This will be done in a way that will inform, motivate and inspire FFA members, advisors, state staff, teacher educators, sponsors and others in government, business and industry to achieve the mission, strategies, values and core goals of FFA. In scheduling officers for events and activities, the Executive Director shall observe the following prioritized list in determining what potential activities should take precedence in scheduling state officers’ time:

1. Orientation, training and experiences to prepare state officers for the demands of their year of service.
   • Provide adequate team time and preparation time to put on quality events
2. Official state and national FFA meetings, conferences and state convention.
   • Meetings including: FFA Board of Directors, Foundation Board, BaseCamp, CheckPoints (1-3), State Officer Summit, National FFA Convention & Expo, EMERGE Leadership Conferences, District Officer Training and other meetings mandated by the Washington FFA Board of Directors, State Staff, or bylaws and constitution of the Washington FFA Organization.
   • Attend western region state FFA conventions—one state officer shall be assigned to at least one day of a regional state convention, when officially invited.
3. Public relations activities for FFA:
   • Attend state and/or regional meetings that would be beneficial to the Washington FFA Organization (e.g., WA-ACTE, WAVA, FBLA, 4H Conference, etc.).
   • Attend annual meetings and/or conventions of Washington FFA Foundation sponsors (e.g., Washington State Farm Bureau, Washington Cattleman’s Annual Meeting, WAWG Annual Meeting, etc.).
   • Participate in FFA Week.
4. Business and industry visits:
   • A minimum of two weeks annually for visits scheduled specifically for this purpose.
5. Schedule requests from chapters, districts and other groups for school visits, presentations and event support. These would be assigned after all the above have been completed, on a first-come, first-served basis.

Google Calendar is used for the scheduling and coordination of the state officers schedules. This calendar is linked to the email that is provided for the state officer for their year of service.
THE STATE OFFICER EXPERIENCE AT A GLANCE

State Officer Election Process ........................................... Mid-May (3 days) - @ State Convention
State Officer Team Training – BaseCamp .......................... June – 3 days
State Officer Cornerstone Orientation (In-state) ............... June – 3 days (usually paired with BaseCamp)
District Officer Training (DOT) (Plan & Deliver) ............. July or August – 5 days (2 days prep, 3 days for event)
State Officer CheckPoints (1-3) ........................................ Typically July, Jan/Feb, May/June (2-4 days each)
State Officer Summit ....................................................... Late July – 5-6 days
State Presidents Conference (SPC for P and VP) ............... Late July – 2 days (paired with Summit)
District Leadership Camps and Events ............................. Various Summer/Fall Dates
State and County Fair Attendance ................................... Various Summer/Fall Dates
Workshop Planning and Preparation ............................... 1 week per quarter
Evergreen Leadership Tour – Planning & Visits ............... 2 weeks
Chapter Workshops/Activities ....................................... September/October, 2-3 weeks
National Convention ..................................................... October – 7-10 days
Chapter Workshops/Activities ....................................... October-April, per requests (~3 weeks/month)
ILSSO- optional .......................................................... Jan – 3 weeks
Legislative Advocacy ..................................................... Jan/Feb – approx. 5-10 days
Community Service Projects .......................................... Quarterly, ~2 days/quarter
Board of Directors / Foundation Meetings ...................... Quarterly, 1 day/quarter
Support at District CDE Events ....................................... 1-2 weeks
Support at Industry/Foundation Activities ........................ Quarterly, 2-4 days /quarter
Team Meetings/Activities ............................................. Various – minimum of 1 per month
Business and Industry Tours .......................................... Approximately 2 weeks throughout the year
Chapter Banquet Speeches ............................................ Approximately 2 weeks – varies per request
State Convention Planning and Prep ............................... Multiple dates Dec-May, ~2-3 weeks total
State Convention ............................................................ Late April/May – 8-10 days

*A calendar of the 2019-20 officer events can be provided as an example, if necessary.

Officers are assigned breaks for the Thanksgiving and Christmas holidays, as well as various other rotational rest periods throughout the year. Officers may also request occasional other days off, however these days must be requested to and approved by the Executive Director ahead of time (just as in a work setting) to ensure that all FFA duties can be completed/covered.
DUTIES OF STATE FFA OFFICERS

As specified in WA FFA Constitution and Bylaws

The state officers work as a TEAM to accomplish goals, however there are specific duties outlined in the Constitution and Bylaws, listed below. Officers will attend the Association and Foundation board meetings.

**The President**

It shall be the duty of the president to preside over the State FFA Convention and over meetings of the Board of Washington State FFA Officers. The president shall call one state convention each year on such date and at such place as shall be fixed by the Washington State FFA Board of Directors. The president shall appoint all committees and may serve as an ex officio member of these committees. The President serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and on the Governing Committee.

**Vice President**

It shall be the duty of the vice president to assist the president in all things, have charge of committee work in general; preside at conventions and meetings in the absence of the president, and to be prepared to assume the duties and responsibilities of the president. The Vice President serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

**Secretary**

It shall be the duty of the secretary to perform all duties common to such an office, such as preparing and reading the minutes of the meetings and conventions; have available the list of business and agenda for each meeting; attend to official correspondence, and the like. The Secretary serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

**Treasurer**

It shall be the duty of the treasurer to assist in preparing an annual budget of estimated receipts and expenditures, be aware of financial records of the state association, and make an annual report of the same to Washington State FFA Board of Directors and the delegates at the State FFA Convention. The State FFA Advisor shall act as the custodian of the state funds and assets of the association collect dues and assessments and send in national dues; and keep correct and complete books and records of accounts concerning all financial transaction of the association. The Treasurer serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

**Reporter**

It shall be the duty of the reporter to gather and classify news from the local chapters in the state; prepare news notes and articles for publication in the estate magazine; send news notes to different organization, news media, as well as the chapters. The Reporter serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.

**Sentinel**

It shall be the duty of the sentinel to set up and prepare the meeting room for the convention; attend the door during meetings and convention, and welcome visitors; see that the meeting room is kept comfortable; take charge of candidates for degrees ceremonies; and to generally assist the president. The Sentinel serves on either the Washington FFA Board of Directors or the Washington FFA Foundation Board of Directors, and other boards as needed or directed by state staff.
General Duties

The duties of all Washington FFA Association State Officers are as follows:

1. The primary duty of State Officers shall be to promote and encourage participation by members and chapters in FFA activities.
2. Each State officer must be able to budget and devote time requested for carrying out the duties and responsibilities. Any State Officer who does not carry out their assigned duties and responsibilities can be removed by the governing body (Board of Directors).
3. Any state officer must follow through on assigned duties and travel obligations, with scheduled time to travel safely with extra time.
4. Any officer who has not fulfilled their duties and obligations, or has violated the statutes within the state and/or national FFA constitutions and by-laws, policies will be subject to suspension or removal from office by the Washington FFA Board of Directors. When a violation occurs at an official FFA function, the State Advisor may request an officer's resignation immediately. When an officer has violated any local, state, or national public law, the State Advisor may request an officer's resignation immediately.
5. Follow the State Officer Commitment Form/Code of Ethics.
6. Prepare and submit a monthly mileage and reimbursement report of all official FFA expenditures.
7. Maintain a level of correspondence with FFA members, business and industry leaders, and others. Examples of correspondence include thank you notes to business and industry leaders, replies to FFA member e-mails, notes of encouragement to FFA members, etc.
8. Perform other duties as instructed by Washington State FFA staff.

These duties are in tandem with the State Officers Program of Activities and State FFA calendar and must reflect adherence to the State Officer Commitment Form.

OFFICIAL DRESS

When representing the Washington FFA Association, officers are always expected to be neat and reputable as to not discredit the Association. Official FFA dress is required at all official FFA events, unless specifically requested by the inviting party, and approved by state staff. When not in official dress, but at an official event, state officer dress should include khakis/dress pants and a Washington FFA polo/button-down shirt. When in doubt, official dress should be worn. When traveling for official trips (i.e.: National Convention) officers will travel in official dress.

Officers will be provided with 3 sets of Official Dress (Official standard FFA jackets, 3 white shirts, 3 scarves/ties, 3 pants/skirts, 3 chains, 3 officer pins and 3 state degree charms) and 2 options for business casual dress (short sleeve shirt, long-sleeve shirt, and one pair khakis/dress pants) throughout the year. The team will select a black male shoe/female heel and will be responsible for individual purchase, however those expenses are reimbursable from the officer's budget.
EXPENSES AND REPORTING

Officers will be traveling the vast majority of their year of service. While most of your expenses will be covered (see details below), the State FFA Association does not have sufficient resources to reimburse 100% of state officer expenses. Each officer is allocated $4,000 for the year. This includes the cost of reimbursements for gas, meals, parking, transportation, and other miscellaneous costs associated with the year of service. While a cash advance is available for state officers, it will be the duty of the officer to manage their personal budget. There will be many miles put on your personal vehicle, and you will spend personal money. However, with proper planning and budgeting skills, you can make sure you are utilizing your resources wisely.

Reimbursement reports including miles/locations travel, purchases made, receipts, and reason for the purchase are expected at the end of each month. No item will be reimbursed if a receipt is not included with the report.

The reimbursement form with all necessary receipts should be mailed to the Executive Director by the 5th of the following month. Officers should expect reimbursement checks to be cut by the 15th of the following month. Example - Jan 31 officer fills out expense report and includes all receipts they expect reimbursement for, and mail to the state office by Feb 5. The Executive Director looks over expenditures, approves payment, and issues the check to the officer by Feb 15.

REIMBURSEMENT PARAMETERS:

Official Dress/Paraphernalia

Officers will be provided with 3 sets of Official Dress (3 official jackets, 3 white button-down shirts& 3 black skirts/pants, 3 officer pins, 3 chains, 3 state degree charms, 3 ties/scarves) and 2 options for business professional (BPro) attire (one polo, one button-down, one pair khakis/dress pant). The Executive Director orders the team FFA jackets, white shirts and BPro shirts. The team may select the BPro shirt & pant style/colors within a provided price-point. The team will select a black male shoe/female heel and will be responsible for individual purchase, however those expenses are reimbursable from the officer’s budget. Tailored jacket costs will be reimbursable from the officer’s budget. State officer business cards will be provided by the Association.

Meals

No more than $45 per day may be claimed for meals, however may not be claimed in entirety for one meal. Tips left for servers are to be included in the amount claimed for meals. This also includes any snacks.

Lodging

During chapter visits you will likely be staying with members. However, there may be times when you stay in a hotel. Hotel reservations will be coordinated by the Executive Director and will be made at the most cost-effective rate for the association while not risking your safety. When lodging is directly billed to the association, you will not need to include the hotel receipt on your reimbursement forms. Hotel stays not pre-approved/coordinated by the Executive Director will not be reimbursed.

Transportation

Officers are required to have insurance before driving any vehicles for FFA Business. Mileage is not reimbursed, but officers are expected to record all mileage traveled. Your gas used during official FFA business is reimbursable, but must be documented on your reimbursement form and must include proper receipts (pre-pay is not allowable). Some vehicle expenses are allowable for reimbursement (EX: oil change, oil for vehicle, washer fluid for vehicle) however most are not (EX: snow tires, chains, towing, etc.). Best course of action is to check with the Executive Director BEFORE a transportation-related expense that you aren’t sure is reimbursable.
Workshop and Program Materials

There is a stock of props, decorations, etc. available for state officer’s use. If, however, the officer is required to purchase any of the above for a workshop or conference, the officer can submit purchase receipts for reimbursement. The officer will turn over the supplies to FFA by the end of his/her term of office. Officers should always consider the cost involved and ensure that they are making financially sound decisions. Officers should consider the following questions: If an item will only be used once, is the cost necessary or worth it? How can the item be used frequently? What items are being provided by the chapter/group hosting the event?

Personal items

In preparation for conferences, workshops, and life on the road – typical hygienic items may be submitted for reimbursement (EX: deodorant, nylons, shampoo, etc.). Other personal items that are eligible for reimbursement include: haircuts, dry cleaning services, postcards/stationary/stamps for official use. These types of expenses add up quickly so be careful with your liberty in this expense area.

Entertainment

From time to time chapter activities may cost money (for example, a chapter may invite you bowling). In many cases the chapter will cover the cost for you to take part in the recreational event. If they do not offer to pay, the recreation is eligible for reimbursement. Recreation that occurs not with chapter activities, (i.e. 2 state officers go to the movies) is not eligible for reimbursement.

Items that cannot be expensed include

FFA memorabilia, shoes (other than official dress), jewelry, watches, sunglasses, and other items which are not required.

All clothing options not directly purchased by the association must have prior approval as to the need for the purchase in order to receive potential reimbursement.

Team Travel

From time to time, meals and expenses will be picked up directly by the association and will not count against each officer’s allocation - examples include: Team dinners, hotel rooms for Evergreen Tour or National Convention. No more than $1,000 per officer shall be spent in excess of the allocated $4,000.

It is important to keep in mind that the association has budgeted $4,000 per state officer, and it is necessary for officers to be fiscally responsible in their planning and use of this money.

Cash Advances

The officer allotments are typically handled as reimbursement, but if necessary, to help with travel costs, each state officer may request an advance of up to $500 for use during travel. The advance will be deducted from the officer’s allocation.
COMMUNICATION

OFFICER CORRESPONDENCE

Officers are expected to respond to communication requests in a timely fashion. This includes communication with the Executive Director, State Advisor, and Chapter Advisors that officers will be working with. Response to correspondence is expected via telephone, text, and/or email within the requested time. This includes confirmation of requests made by teachers, groups, businesses, and chapters for visits. A state calendar will be kept, and it is the duty of the Executive Director to work with the state officers to establish their schedule. It is the officer’s duty to contact requesting chapter advisors to confirm details prior to any activity or visitation.

Follow-up notes including names of advisors and members, sponsors, or other individuals should be included in correspondence. Officers should be generous in this endeavor and send out thank you notes frequently. It is expected that officers check their voicemail and email daily.

TEAM COMMUNICATION

State officers are expected to check in with the Executive Director on a weekly basis as a minimum. This call is a good time for the officer to share highlights and concerns, receive coaching and obtain any appropriate information. Team calls will also be coordinated with the executive director on a monthly basis. Officers should expect open communication with both, the executive director and the state advisor.

SOCIAL MEDIA – TEAM/PERSONAL

Officers are expected to maintain communication via social media, including regular blogging on the website, and posts on the Association Instagram, Snapchat, Twitter and Facebook accounts. Updates should be made on Instagram, Twitter and Facebook on a weekly basis and officers should post a minimum of 1 blog per month. The goal of the social media posts is to keep members informed as to what officers are doing, and where they are traveling, as well as to build excitement for FFA events and to share recognition for FFA members.

Officers should be aware of the importance of appropriate personal social media webpages and posts. This includes appropriate language and behavior reflected in all posts. The choice to become a state officer is the choice to share your life with the association and membership for an entire year, which should be kept in mind when posting on social media sites.

CHANGES TO ASSOCIATION WORK

The Washington FFA Association is governed by the Washington State FFA Board of Directors. Policies and procedures may change or be modified by the directors. If a policy or procedure does change, the officer team can expect full explanation and training regarding any changes that are made.
The Selection Process

Article VII. Washington FFA Association State Officers and Procedures for Election

Section A: The Board of Washington State FFA Officers shall consist of a president, vice president, secretary, treasurer, reporter, and sentinel.

Section B: The elected officers will constitute the board of student officers. It will be the duty of this board to advise and make recommendations to the Washington FFA Board of Directors with respect to the activities and business of the organization.

Section C: Successful State FFA Degree candidates who are juniors or seniors, or members who have been out of school one year or less who have previously received the State FFA Degree and who have submitted a state officer application by March 1 will be considered for office in the state association. The number of candidates selected to run for office will be determined by the number of applications received. Candidates will be selected from the top 30 applications if 46 or more are received. Candidates will be selected from the top 25 applications if 45 or less are received. Each chapter will be limited to a maximum of two candidates for state office.

Section D: Each officer candidate will undergo written examinations and interviews at the state convention. Written examinations are: knowledge of the FFA and knowledge of parliamentary law. Interviews are given by a Nominating Committee comprised of 7-9 individuals representing the following stakeholders: current FFA members, agricultural educators, FFA alumnus/past state officers, agricultural industry representatives.

Section E: The state officer process shall be scored using the following guidelines:

- Application: 100 points
- Knowledge Exam: 100 points
- Parliamentary Knowledge Exam: 100 points
- Stand & Deliver: 250 points
- Personal Interview: 250 points
- Comprehensive Interview (Agricultural issues, FFA, CTE/Agricultural Education, Situational): 400 points
- Committee’s Choice (Call Back) – no points awarded
- Top Ten Speech: 400 points

**Total: 1,600 points**

Section F: The top ten high-scoring candidates will be nominated as follows:

1. The top ten candidates will be named, in random order, to the delegate assembly at the evening session before the day of election.
2. Any officer candidate currently enrolled as a junior in high school will be allowed to participate in the state FFA officer election process but will be officially dropped from the election process prior to announcement of top 10 candidates.
3. A special drawing for speaking order and placement on the ballot will be done at the close of the evening session.
4. The Secretary, upon request of the President, shall place before the convention the names of the nominees. Following this, the President will give each candidate an opportunity to speak, based on the order of the drawing at the evening session.

5. Additional nominations are not permitted from the floor of the assembly.

**Section G:** There will be one vote by each official delegate for the full slate of state officers, with the person placed on the ballot as president to receive six points; vice president, five points; secretary, four points; treasurer, three points; reporter, two points; and sentinel, one point. Each top ten candidate’s speech score will be totaled and divided by the total number of points available. The total number of points available for the top ten speech is calculated by multiplying the number of voting delegates by six. The resulting decimal will be multiplied by 400, the maximum number of points available for the top ten speech. This process normalizes the top ten speech score to no more than 400 points.

When the ballots are counted and top ten speech points normalized, the total points from the Top 10 speeches will be added to the 1,200 points from the election process. The six candidates with the highest total points are elected. The person receiving the most points will be named president; second, vice president; third, secretary; fourth, treasurer; fifth, reporter; and sixth place, sentinel. In case of a tie, the Board of Washington State FFA officers and the State Advisor shall vote to break the tie.

**Section H:** State FFA Officers will serve from one state convention through the next succeeding state convention and will not be re-elected. In the event a state convention is not held in any given year, the Washington FFA Board of Directors will make provisions for the appointment of state officers for the next succeeding year. The Washington FFA Board of Directors will have the power to appoint a qualified member to fill any office which becomes vacant between state conventions.

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**State Officer Agreement & Contract**

**Article VIII. State Officer Contract and Removal from Office**

**Section A.** The following are offenses that will result in dismissal from State FFA Office:

A. Any use of alcohol under the age of 21 is prohibited by law. During your year of service to the Washington FFA Association, a Washington FFA State Officer is expected to act in a responsible manner at all times.

B. Any use and/or supply of controlled substances (drugs), not under direction of a physician.

C. Participation in any illicit or promiscuous acts.

D. Commission of any misdemeanor or felony against the laws of State or Nation.

E. Other violations of State Officer Agreement/Contract or irresponsible behavior so identified that may be acted upon by the State FFA Board of Directors, which may also include unexcused absences from meetings or events. The above apply to any FFA activity (official or unofficial) or membership involvement by the State FFA Officers, individually or as a group.

**Section B.** If any of the above violations occur, the state officer or officers will be asked to appear before the entire WA FFA Board of Directors to give a complete explanation of the incident which occurred. The WA FFA Board of Directors will then rule on a dismissal or consequences of the officer or officers involved.

The State FFA Advisor retains the ability to immediately dismiss an officer should the infraction be overtly egregious.
The following is a copy of the agreement that all state officer candidates must sign as part of their application.

STATE OFFICER AGREEMENT

The following items are commitments required of all Washington FFA state officers:

1. Be dedicated and committed to FFA and the total program of education in agriculture.
2. Willingly commit my entire year to state officer activities – FFA shall be my #1 priority – which will require a hiatus from academic and/or work endeavors.
3. Forego all alcohol, tobacco, marijuana, and illegal substances at all times during the year of service to FFA.
4. Avoid places or activities that in any way would raise questions regarding my morals, character or conduct.
5. Forego dating/physical relationships (real or perceived) with current FFA members/state officers.
7. Wear the FFA jacket and official dress as described in the Official FFA Manual.
8. Maintain proper dress and good, professional grooming for all occasions.**
9. Be willing to take and follow instructions as directed by those responsible for FFA.
10. Use wholesome and appropriate language in all speeches and informal conversations.
11. Regularly and on time write all thank you notes, emails, and other correspondence which are necessary and desirable.
12. Show caution and care when taking part in social media in order to portray a positive image of myself & FFA.
13. Maintain and protect my health.
15. Though preparation and practice, develop myself into an effective public speaker and project a desirable image of FFA at all times.
16. Strive to improve my ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
17. Treat all FFA members equally by not favoring one over another.
18. Conduct myself in a manner that commands respect without any display of superiority.
19. Maintain my dignity while being personable, concerned, and interested in contacts with others. Periodically evaluate my personality and attitudes making every effort to improve myself.
20. Serve as a member of the team, always maintaining a cooperative attitude.
21. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers, and adults.
22. Become knowledgeable of agriculture, FFA, industry and Ag education. Keep myself up to date on current events.
23. Avoid expressing personal opinions regarding political or controversial subjects when representing the Washington FFA Association.
24. Be punctual and prepared for all assignments and activities.
25. Be 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.

I have read and understand the intent and spirit of the State Officer Handbook and the items listed in the Agreement above. I have also read and understand the Washington FFA Constitution and Bylaws that guide our state association. If elected to office I commit to the handbook, agreement and procedures outlined. I recognize that if I do not satisfactorily follow these established standards or that breaking the agreement/policies may result in limitations being set on my roles as an officer or the possible removal of office by the State Advisor and/or Board of Directors.