National FFA Officer Selection Process Handbook

2017-2021

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Introduction

Each year, the National FFA Organization selects six student members to represent the organization as a National FFA Officer. Throughout the year, these national officers wear a variety of hats. National officers are elected officials expected to represent the student membership during meetings with the board of directors. They teach various leadership skills to state FFA officers and chapter members through individual workshops or as facilitators of larger-scale National FFA leadership conferences. They are motivational speakers who inspire FFA members. They are communicators and public relations specialists for FFA, building positive relationships across the country. They are teammates to each other and to FFA staff. They are learners, eager to grow and fulfill their responsibilities.

Selecting the six best candidates, as defined by the FFA constitution and bylaws, is a challenging task for the nine members of the nominating committee. To facilitate this committee’s success in accomplishing the organization’s goals, a process exists – the National FFA Officer Selection Process. This handbook details that process.

There are six sections to the handbook. All the information is valuable, and we encourage current candidates, state leaders and prospective candidates to give everything careful consideration.

SECTION 1 – JOB DESCRIPTION
The primary responsibility of a national officer is to serve. When you become a national officer, you agree to dedicate one year of your life to service with the organization. Your year of service as a national officer is one of profound growth—you will change in ways you never imagined. This may be the greatest personal benefit of serving as a national officer, along with knowing that you alone make a positive difference in the lives of thousands of FFA members, advisors, partners, state leaders and others.

If you are elected to serve the organization as a national officer, a great deal will be expected of you. A national officer’s schedule resembles that of a corporate CEO, traveling more than 100,000 miles and meeting thousands of new people—maybe even the president of the United States. Many people—including state and national FFA staff and, most of all FFA members—will require your time and talents. There will be little time left to call your own. Midnight bedtimes and early mornings become a part of your everyday life. It will be a challenging year full of joys and discomforts—with the joys far outweighing the discomforts. Decide now if you are up for this challenge. If you would rather live the life of a college student—follow your own schedule, see your friends and watch television—national office is not going to be a good fit for you.
National Officer Roles and Responsibilities
The primary responsibility of a national officer is to serve the organization in local, state, national and international activities in a way that will inform, motivate and inspire FFA members, advisors, state staff, teachers and others to achieve the mission, strategies and core goals of the organization.

National Officer Job Description
Being elected to national 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, you will represent the image and direction of the organization to teachers, state staff, teacher educators, agriculture executives, government leaders, the media and the general public. You will also be a teammate to five other officers and a co-worker to more than 100 national FFA staff.

There are eight roles national officers play. Those who commit their time, energies and passions toward learning, living and modeling these eight keys to 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 roles, along with already-established procedures that will help you achieve success.

BE THE BRAND
National FFA Officers are committed to representing and upholding the FFA brand. This includes communicating the FFA brand, vision and strategic plan to others as well as communicating key organizational messages (agricultural education, supervised agricultural experiences (SAEs), FFA, youth issues and agriculture). This requires the officer to be in his or her role 24 hours a day, seven days a week for 365 days. As part of the FFA brand, there will be general rules of behavior to follow, including projecting a professional image, using proper etiquette, interacting positively with the media and promoting diversity of all FFA members and stakeholders.

1. Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.
2. Forego all alcohol, tobacco and illegal substances at all times during your year of service to FFA.
3. Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
4. Use wholesome and appropriate language in all speeches and informal conversations.
5. Maintain proper dress and good grooming for all occasions.
6. Be willing to take and follow instructions as directed by those responsible for National FFA Officers and state and national programs.

BALANCING ACT
A National FFA Officer must also include personal health, wellness and stress management as keys to success. A national officer committed to these will position himself or herself to serve FFA members fully. Included in this commitment are flexibility/adaptability; personal reflection and growth; maintaining relationships with family and friends; keeping a realistic view of self; and preparing to transition back after your year of service.

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.

STEP UP TO THE PLATE
Training and experiences will help officers gain confidence in their abilities and take measured risks. To achieve this, a national officer must be committed to trying new things, approaching failure 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.
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 he or she will be better able to give his or her full concentration and focus on the present. This includes:

- Logistics management (use of computer and technology, appropriate management of travel, appropriate use of FFA rental vehicles, completing vouchers properly and submitting on-time and excellent communication with teammates and center staff).
- Meeting management (creating and following agendas, consensus building, bringing people back to task and keeping focus).
- Life management (prioritizing, meeting deadlines and timeliness).
- Financial management (maintaining your personal finances and understanding and following program budgets).
- Focus (listening and bridging — connecting conversation topics to FFA key messages/programs).
- Team (understanding roles on the team, following the team code of ethics, and following the team mission and vision).

1. Commit the entire year to national officer activities.
2. Travel and serve the National FFA.
3. Consider FFA officer activities to be your primary responsibility.

PAY IT FORWARD
Service is an important component to an officer’s year. The training and experiences will help make service more realistic to you and 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, state FFA conventions, 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 focuses on virtues and behavioral characteristics associated with a national 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 officers and national staff.
4. Do not willingly engage in conversations detrimental to other FFA members, officers and adults.

LEARNING FOR LIFE
This focuses on the importance of learning throughout the officer year in several subjects. Developmental topics will include communicating about agricultural education, the history and foundation of FFA and the future directions of FFA, the U.S. Department of Agriculture, U.S. Department of Education, etc. In addition, National FFA Officers will learn advanced workshop and speech design and delivery methods. Growing your knowledge of yourself and your team members will allow you to perform more efficiently and effectively as an officer.

1. Become knowledgeable of agriculture, education in agriculture/agribusiness and FFA.
2. Keep yourself up-to-date on current events.

FUEL THE FIRE
This focuses on passion. To achieve this, a national officer will discover and build on his or her personal interests and passions. The officer will use the team’s passions to develop themes (State Presidents’ Conference) and will learn to share his or her passion by building individual and team relationships with national staff, teachers and state staff and through effective delivery speeches and keynote addresses.
Officer Experience At-a-Glance
The following activities will consume the workload of the national officers’ year of service. Adequate time will be provided for training, preparation, evaluation, self-improvement, relationships, rejuvenation and team building.

<table>
<thead>
<tr>
<th>Task</th>
<th>Month(s)</th>
<th>Time</th>
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<tbody>
<tr>
<td>National Officer Orientation</td>
<td>November</td>
<td>4 days</td>
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<tr>
<td>National Officer Training</td>
<td>December</td>
<td>3 weeks</td>
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<tr>
<td>Training Experience (and Preparation)</td>
<td>January</td>
<td>10 days</td>
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<tr>
<td>January Board of Directors Meeting</td>
<td>January</td>
<td>1 week</td>
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<tr>
<td>Business and Industry Visits</td>
<td>January/March</td>
<td>2 weeks</td>
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<tr>
<td>International Experience</td>
<td>February</td>
<td>2 weeks</td>
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<tr>
<td>National FFA Week</td>
<td>February</td>
<td>1 week</td>
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<tr>
<td>Planning for NLCSEO Conferences</td>
<td>February</td>
<td>2 days</td>
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<tr>
<td>March Work Week</td>
<td>March</td>
<td>1 week</td>
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<tr>
<td>State Conventions</td>
<td>March-July</td>
<td>4-6 weeks</td>
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<tr>
<td>Camps, Conferences, Fairs and Events</td>
<td>March-October</td>
<td>3-5 weeks</td>
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<tr>
<td>NLCSEO Conferences</td>
<td>June-August</td>
<td>2 weeks</td>
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<tr>
<td>July Board of Directors Meeting</td>
<td>July</td>
<td>1 week</td>
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<tr>
<td>State Presidents’ Conference (and Preparation)</td>
<td>July</td>
<td>14 days</td>
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<td>Convention Planning Week #1</td>
<td>August</td>
<td>1 week</td>
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<tr>
<td>Fall Business and Industry Visits</td>
<td>August/September</td>
<td>1 week</td>
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<tr>
<td>Convention Planning Week #2</td>
<td>September</td>
<td>1 week</td>
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<tr>
<td>Final Convention Prep</td>
<td>October</td>
<td>2 weeks</td>
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<tr>
<td>National FFA Convention &amp; Expo</td>
<td>October</td>
<td>1 week</td>
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Policies and Procedures Guiding National Officer Responsibilities

Board Policies Regarding National Officers Roles and Responsibilities
The following is an excerpt from the Official Board Policies for the National FFA Organization.

1. The practice of soliciting support for a candidate for national office is not permitted.
2. A state may recommend only one candidate for national office each year. The nomination shall be made by the designated state staff person.
3. Each national officer candidate shall be an active FFA member and eligible to retain active membership in the organization until the member completes the term of office.
4. No FFA member who has been employed by the National FFA Organization will be eligible to run for national office.
5. Nominating committee members shall be submitted to the National FFA Board of Directors for review.
6. The National FFA Organization will pay actual expenses for national officers on official travel, as assigned by the Leadership, Education, Assessment & Development (LEAD) division.
7. The National FFA Organization shall provide accident and health insurance for national officers during their term of office.

8. The National FFA Organization will provide scholarships to national officers in an amount to be set annually by the board of directors.

9. The parents of national officers shall be partially reimbursed for expenses to attend the National FFA Convention & Expo as budgeted.

10. National FFA Officers shall review and act on all items of business brought before the board of directors, with the board of directors serving as a counseling and review body without giving up its legal authority and responsibility. The national officers shall be given public recognition for joint decisions.

11. An immediate past national officer will serve as consultant to the board of directors for the January meeting of the board. The officer selected to serve will be recommended in cooperation with the national officer team and national FFA advisor following the National FFA Convention by Dec. 1. Funding will be provided by the National FFA Organization. (July 17, 1991)

12. National officers will not be scheduled for chapter activities in a chapter where a national officer has been the previous year. National officers will be scheduled for national activities and state conventions in December. All other state activities must be confirmed three months prior to the activity date and all activities below the state level must be confirmed 60 days prior to the event. Exceptions may be approved by the chief executive officer. (July, 1992)

13. The National Officer Business and Industry Tour shall annually be sponsored by the National FFA Organization for the primary purpose of informing agriculture, business, industry, government and the general public on the mission, strategies and activities of the total program of career and technical education in agriculture and FFA. The objectives of the tour shall be part of the annual Program of Activities.

14. In the event a national officer conducts himself/herself in a manner inconsistent with the ideals and principles of the National FFA Organization, the National FFA Board of Directors shall have the authority to remove the officer from office. (July, 1988)

15. National officers will forego all alcohol, tobacco and illegal substances while involved in official or unofficial FFA activities from the day the officer is selected until he/she installs a new national officer. (This is interpreted by the National FFA Board of Directors to mean 24 hours a day, seven days a week for 365 days.) (July 17, 1991)

**National Officer Competencies**

What does it take to perform this job effectively? FFA has identified five competencies required for fulfilling the job description of a national officer.

**Competency — a defined behavior, in combination with skills and knowledge, that enables evaluation of the candidates.**

The following is a listing of the essential competencies required for serving as a national officer. The officer selection process is designed to screen candidates to find those who demonstrate these competencies consistently. It is expected that officers continue to demonstrate these and also work to develop and refine their skill set in each area throughout their year of service. The competencies are listed in no particular order.

**Competency #1 — Communication**
Demonstrates the effective use of various forms of communication, i.e., nonverbal, listening, written, speaking and facilitation to convey a message in both large group and one-on-one settings.

**Competency #2 — Team Player**
Demonstrates the ability to work in a team setting, values diversity of opinion, works to be inclusive in the process and is willing to put others above self.
Competency #3 — Areas of Knowledge
Demonstrates the ability to articulate the systemic nature of food, fiber, agricultural and natural resources issues, FFA, educational issues and all respective current issues.

Competency #4 — Character
Displays a disposition that is genuine, responsible, honest, mature, confident, respectful and has a positive outlook on life.

Competency #5 — Influence
Demonstrates the ability to influence others through modeling expectations, building relationships and growing the organization.

National FFA Officer Policies and Procedures
The LEAD division at the National FFA Organization each year sets the following procedures. Changes are at the discretion of this division and national FFA staff. While the selection process rules and procedures will endure from 2017-2021, these policies may slightly change from year to year depending upon operating procedures for the center staff.

Expenses and Reporting
A national officer will find that many requests will be made of him/her to travel and participate in activities. It is important that the officer understand the difference between various types of travel.

FUNDED BY NATIONAL FFA is travel authorized by the National FFA Organization and generally includes participation in FFA activities on a state, regional or national level. This travel is assigned, thus funded by the National FFA Organization. The National FFA Organization will also pay for a national officer to stay in a location between events, when the layover time is 48 hours or less. The National FFA Organization does not fund the time officers spend at home or at a location away from home when the layover time is greater than 48 hours (for example, to see friends or sightsee). FFA will pay for each officer to visit his or her teammates’ homes one time during a scheduled home time upon approval by the national officer manager.

FUNDED BY OTHER THAN NATIONAL FFA is travel assigned or approved by the National FFA Organization. This travel, most likely in-state, generally includes state activities, leadership conferences, and banquets below the state level, field days, contests, fairs, school visits or camps. These are events usually requested by state staff or chapter advisors other than state conventions.

When a national officer has official travel, but expenses are not to be paid by the National FFA Organization, it is important to have a complete understanding between the officer, the party paying the expenses and national FFA staff. The suggested procedure is to have the third party cover as many expenses as possible on site. For those expenses the third party does not cover on site, national FFA staff will invoice the other entity for its share (after the officer reports the expense on an expense report). The officer should not be responsible for collecting these funds.

National FFA Organization-Issued Credit Card
The National FFA Organization will issue each officer a credit card in their name to pay for incurred business expenses throughout the year, including travel, lodging, meals, supplies and personal living expenses as outlined below.

- A credit limit of $3,000 each is established for this card.
- The officer will be responsible for reconciling all purchases on the monthly credit card statement by submitting a report with all receipts to FFA at the end of each month.
  - An electronic version of this report will be provided, and the reports may be easily prepared using the laptop computer supplied to each officer.
  - All business expenses spent for the month, including travel, lodging, meals, parking, taxi and miscellaneous supplies, should be listed on the report.
- FFA will cancel the credit card immediately following the National FFA Convention & Expo when the officer retires.
  - The officer’s travel costs home from the national convention and expo can be applied to the card.

The following are items to be charged to the FFA-issued credit card:
Meals
No more than $40 per day may be claimed for meals. Tips left for servers are to be included in the amount claimed for meals. This also includes any snacks.

Lodging
Submit itemized hotel receipts and when sharing a room, ask the desk clerk to give each officer an itemized receipt. When filling out an expense report, put the room charge, including tax, under “hotel,” valet under “parking,” meals under “meals,” etc. Separate out the expenses, and do not list one lump sum for the entire stay.

Car Transportation
Rental cars, gas for rental cars and taxi/Metro expenses should be paid for with the FFA credit card. In order to rent a car, national officers must be 21 years of age or older. If an officer is underage, the event contact will arrange proper transportation. If an officer uses his or her personal vehicle, mileage can be expensed. Information regarding that process is detailed below.

Workshop and Program Materials
There is a stock of props, decorations and music available for the national officer's use at the National FFA Center. If, however, the officer is required to purchase any of the above for a workshop or conference, the officer should use the FFA-issued credit card to purchase the materials and supplies. 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. 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/state association hosting the event?

Personal Living Expenses
Each national officer is allotted $200 per month for payment toward toiletries, personal supplies and entertainment. It is expected that officers will use good judgment and thrift when spending FFA funds.

The living expense dollars should be applied to the FFA-issued credit card. National officers are required to submit receipts totaling up to $200 at the same time they submit their credit card expense reports to the national officer manager using the appropriate expense form. Receipts for living expenses cannot be listed on an expense report form for reimbursement.

Personal living expenses are not applied to the month of November for retired or new national officers.

Items that cannot be expensed include jewelry, watches, sunglasses and other items deemed inappropriate by the national officer manager. All clothing-related items must include an explanation as to the need for the purchase.

Examples of items that should be purchased with the living expenses allowance include:
- Haircut
- Toiletries
- Shoe shines
- Dry cleaning/laundry services
- Snacks, gum, mints, soft drinks, etc.
- Motivational/educational books
- Newspapers/magazines
- Entertainment activities
- Postcards/stationery for personal use
- Stamps for personal use

Expense Reimbursement by the National FFA Organization
The credit card issued by FFA is to be used for all business-related activities, and the national officer should only use a personal credit card or cash as payment when the FFA-issued credit card is not accepted. If a purchase is made with payment other than the FFA credit card, the officer can receive compensation by completing an expense reimbursement form. Other expenses that would fall in this category are the monthly cell phone stipend and mileage.
The reports need to be clear, accurate and complete. FFA staff will review all expense reports, discuss items of concern with the individual officer and make adjustments if necessary. If the report must be entirely re-done, it will be returned to the officer to be done correctly and re-submitted.

Receipts must be attached to each report to substantiate all expenditures. A receipt must accompany every expense that is recorded on the report, with the exception of mileage. If a receipt does not accompany the expense, the expense may not be reimbursed.

Mileage will be reimbursed at $0.535 per mile (or the corresponding federal mileage rate). This includes official use of an officer’s privately owned automobile to travel to and from the airport or to drive to official events within driving distance of the officer’s home.

Cash Advances
If necessary to help with travel costs, each national office may request up to $500 upon election for use during travel. The advance will be paid back in full upon retirement.

Each national officer is entitled to request an additional cash advance at any time during the year that he/she may need one. All cash advances must be repaid to FFA by the end of the year of service. The LEAD division will counsel national officers early in their term regarding effective management of cash advances.

Health Insurance
Each national officer will receive a full reimbursement for health insurance for a full 12 months (January – December). The amount of reimbursement will vary depending on the cost each officer must pay to retain health insurance benefits for the year as a nonstudent. Each officer will provide the national officer manager with a copy of the invoice for payment for the insurance by Dec. 31, after election. The amount on the invoice will be automatically deposited for the officer on a monthly basis. The last deposit will be made in December following retirement from office.

Airline Travel Procedures
Officers will book all airline tickets through the National FFA Organization’s online travel system. Email confirmations of ticket itinerary will be sent to the officer and the national officer manager and/or program coordinator. All tickets for air travel must be secured at least 21 days prior to the travel (except when extenuating circumstances make this impossible). The officer must book the lowest fare ticket available within the officer’s time restraints for travel.

If the officer books travel within the 21-day limit, the national officer manager and/or program coordinator will report the difference in cost between the day the ticket was booked and what the cost was at 21 days out to the national officer. The national officer will be responsible for paying the difference in airline ticket costs.

Any portions of the air travel that are to be paid by an entity other than the National FFA Organization will be identified at the time the tickets are requested. The national officer manager and/or program coordinator will invoice the other entity for its share of the ticket cost. The national officer shall not be responsible for collecting these funds.

All airline tickets obtained for national officer travel will be direct-billed to the National FFA Organization. National officers will not directly purchase their own tickets for official travel except in extreme emergencies.

National officers will not fly in noncommercial planes while on official business because of insurance policy limitations.

Air miles accumulated under “frequent flyer” or similar programs that are accumulated as a result of National FFA Officer travel shall be credited to the account of the officer and may be used at their discretion as long as the reward travel does not interfere with official travel.

Technology
FFA will make available to each officer the appropriate computer hardware (size and composition suitable for easy traveling), software and email accessibility to allow for electronic communication with each other and FFA staff. This system can be utilized by national officers and FFA staff as a quick and efficient means of getting messages to officers at times when tracking them down by telephone may be difficult.
Each national officer is provided an FFA-issued tablet/laptop and smart phone with all expenses covered. The officer is responsible for any loss or damage to the tablet/laptop and/or smart phone. The FFA-issued tablet/laptop and smart phone must be returned at the end of his or her year.

These systems will also be used by national officers to communicate with FFA staff, particularly with regard to executing the procedures outlined under Officer Correspondence.

**Officer Correspondence**

Trip reports on all chapter, regional and state activities are to be submitted on the appropriate form within one week of the event close. National officers are to report on national noteworthy programs, activities, concerns, general comments and information that will be helpful for the next team of national officers in preparing for the event.

The national officer staff will confirm or decline requests made by individuals, groups, businesses, chapters and states for a national officer visit. Such assignment of officers and subsequent notification shall take place prior to the event in accordance with existing board policy regarding scheduling of national officers. The national officer staff will also request specific details from the personnel in charge of the event or activity as to the duties and expectations of the national officer while attending the function. These details will be shared with the national officer(s) assigned to the activity. From that point, all follow-up correspondence and communication regarding the event will become the responsibility of the national officer(s) assigned.

Prompt reply to correspondence to both the national and state staff is a must. Officers should be a credit to themselves and FFA, being neat and using good form.

Follow-up notes of congratulations and encouragement are a must. Officers should note names and addresses of FFA members, advisors, sponsors and others with whom he/she wishes to follow up. Officers should be generous in this endeavor and send out notes frequently. A system should be maintained for keeping and remembering the names of those to whom correspondence is sent.

The officers will check their FFA voicemail and email daily.

**Team Communication**

Each national officer must check in with the national officer manager by telephone every other week. These calls will serve as an opportunity for the officer to relay highlights and concerns, receive coaching and obtain any appropriate information from the national officer manager.

The LEAD division will schedule and facilitate periodic conference calls as needed with all national officers simultaneously.

**Scheduling of National Officers**

The LEAD division shall have the primary responsibility for arranging and coordinating the schedule of activities for the National FFA Officers. In so doing, the LEAD division shall arrange for a maximum involvement of the six national 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 LEAD division shall observe the following prioritized list in determining what potential activities should take precedence in scheduling national officers’ time:

1. Orientation, training and experiences to prepare national officers for the demands of their year of service.
   - Provide adequate team time and preparation time to put on quality events.
2. Official national FFA meetings, conferences and state conventions.
   - National meetings including: FFA Board of Directors, Foundation Board of Trustees, National Leadership Conferences for State Officers, State Presidents’ Conference, National FFA Convention & Expo and other meetings mandated by the National FFA Board of Directors, Board of Trustees, or bylaws and constitution of the National FFA Organization.
Attend state FFA conventions—one national officer shall be assigned to at least one day of each state convention annually when requested.

3. Public relations activities for FFA:
   - Attend national and international meetings that would be beneficial to the National FFA Organization (e.g., American Association of School Administrators, National School Board Association, National Association of Guidance Counselors, etc.).
   - Attend annual meetings and/or conventions of National FFA Foundation sponsors.
   - Participate in National FFA Week.

4. Business and industry visits:
   - A minimum of three weeks annually for visits scheduled specifically for this purpose.
   - When national officers are traveling to state conventions and/or other meetings, utilize travel proximity to schedule other business and industry visits as may be helpful to the organization.

5. Planned “down time/home time” adequately spaced throughout the year.
   - National officer manager will ensure down time is scheduled as event scheduling allows.

6. Planned “work time” adequately spaced throughout the year.

7. Schedule requests from states and chapters for chapter visits and state conferences. These would be assigned after all the above have been completed, on a first-come, first-served basis.

Officer Uniform and Other Supplies
The National FFA Organization shall provide to each national officer, at no expense, the following items:

1. Items to be purchased by FFA and sent to the officers’ homes during November:
   - One large suitcase
   - One small suitcase
   - One heavy-duty backpack

2. During the November orientation, each officer will receive the following:
   - One pair of khaki pants
   - Two FFA business dress shirts
   - One winter coat
   - Five white shirts or blouses
   - Three black pairs of slacks or skirts
   - One to two pairs of black dress shoes depending upon wear

3. Items to be supplied to each officer by FFA:
   - A tablet/laptop and smart phone
   - Adequate supply of basic office supplies
   - Six official FFA jackets to be spaced throughout the year
   - Six ties or scarves spaced throughout the year
   - American FFA Degree charms as requested by officer
   - American FFA Degree chains as requested by officer
   - Adequate supply of official stationery, envelopes, business cards, FFA thank-you notes and FFA holiday cards as requested by officer

National FFA Convention & Expo
1. Each national officer will provide a list of individuals, a maximum of 12 (parents, siblings, grandparents, aunts, uncles), for complimentary registration to the National FFA Convention & Expo. This list must be submitted to the national officer manager in August. Officers are not allowed complimentary registration for friends, past state officers, chapter members or state association representatives.

2. Dependent on the convention arena budget, each national officer family will receive a stipend to help defray expenses to the convention and expo. This money may be applied to the cost of hotel rooms at convention, flights, meals, etc. Receipts must be turned in with an expense report to the national officer manager for accounting purposes.
3. Each national officer family will have three rooms held in a block at the hotel where the national officers stay during convention. The national officer family must provide a credit card number and a reservation name for the rooms to the national officer manager in August. Not all three rooms must be used by the family—any rooms not reserved will become available to the other national officer families.

**National Officer Commitment Form**

A commitment form is to be reviewed and signed by all candidates who submit an application for national office. The national officer manager, with support from FFA staff, will uphold the expectations outlined on the form. This form is built into the application process.

Being elected to national office is making a commitment to service that is unique to most student organizations. In addition to serving and representing more than 649,000 FFA members, you will represent the image and direction of the National FFA Organization to teachers, state staff, teacher educators, agriculture executives, government leaders, the media and the general public. You will also be a teammate to five other officers and a co-worker to more than 100 national FFA staff.

The following items are commitments required of all National FFA Officers.

1. Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.
2. Forego all alcohol, tobacco and illegal substances at all times during year of service to FFA.
3. Avoid places or activities that in any way would raise questions as to one’s moral character or conduct.
4. Use wholesome and appropriate language in all speeches and informal conversations.
5. Maintain proper dress and good grooming for all occasions.
6. Be willing to take and follow instructions as directed by those responsible for National FFA Officers and state and national FFA programs.
7. Maintain and protect one's health.
8. Regularly, and on time, write all letters, thank-you notes, emails and other correspondence which are necessary and desirable.
10. Through preparation and practice, develop into an effective public speaker and project a desirable image of FFA at all times.
11. Commit the entire year to national officer activities.
12. Travel while serving the National FFA Organization.
13. Consider FFA officer activities to be primary responsibility.
14. Strive to improve ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
15. Treat all FFA members equally by not favoring one over another.
16. Conduct oneself in a manner that commands respect without any display of superiority.
17. Maintain dignity while being personable, concerned and interested in contacts with others. Periodically evaluate personality and attitudes making every effort to improve.
18. Serve as a member of the team, always maintaining a cooperative attitude.
19. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults.
20. Become knowledgeable of agriculture, of education in agriculture/agribusiness and of FFA.
21. Keep up to date on current events.

I have read, studied and understand the intent and spirit of the items listed above. I have also read and understand the job description, Board of Directors Policies, National FFA Center Policies and required competencies in Section 1 of the Selection Process Handbook. If elected to office, I commit to following the rules and procedures outlined. I recognize that breaking policies or these rules may result in limitations being set on my roles as a National FFA Officer and/or the possible removal from office by the National FFA Board of Directors.

Signature of Applicant
SECTION 2 – GUIDING PRINCIPLES FOR NATIONAL OFFICER SELECTION PROCESS

After reading Section 1, you know the roles and responsibilities national officers play, the competencies required of each individual selected for this job and the policies that guide their functioning. This section will orient you to the principles, objectives and philosophy that guide the group of individuals that are responsible for selecting the officer team. It would be simple to say that the only purpose of this process is to elect six national officers to serve the membership of the National FFA Organization. However, it is more complex than that. The selection process is a tremendous experience for more than the six candidates elected to national office.

The National FFA Organization Board of Directors and FFA staff sees the selection process as a tremendous experience for all candidates and nominating committee members involved. This process most certainly impacts lives for all involved. Though the results of the process may be most apparent for six of the candidates, the benefits of being involved in such an endeavor will most certainly be realized for all involved for many years to come.

Such a process must be guided by a core philosophy. The process is also greatly influenced by the constitution and a set of policies enacted by our board of directors to ensure fairness to all involved during the selection process.

Philosophy and Objectives for National Officer Selection Process

Guiding Objectives for National Officer Selection Process
The primary goal of the national officer selection process is to select the six best student representatives for the National FFA Organization as outlined by the constitution and bylaws.

We accomplish this goal through:
- Selecting and developing a highly qualified student nominating committee.
- Using a structured process to identify and surface the six candidates who most reflect the competencies required by the role of national officer.

A secondary goal of the national officer selection process is to provide a national leadership experience to nine students selected for service on the nominating committee.

We accomplish this goal through:
- Employing a fair and transparent process for the current national officers to select this group of students.
- Engaging the nominating committee in a professional interviewing experience.
- Providing the nominating committee members with access to high quality learning and development experiences.

Another secondary goal of the national officer selection process is to provide all officer candidates with a positive developmental experience.
We accomplish this goal through:

- Employing a fair and transparent process for all candidates.
- Providing all candidates access to current and relevant resources in preparing for the selection process.
- Providing all candidates with a current, relevant and challenging interviewing experience during the national convention and expo.

**Guiding Principles for Structuring the Selection Process**

Those revising the national officer selection process for 2017-2021 did so with the following guiding principles in mind:

### Overall
- Maintain student officer authority in selecting the nominating committee.
- Maintain student committee authority in selecting the six national officers.
- Provide systems, parameters and resources to support student officers and student committee members in carrying out their role.
- Distribute resources, opportunities and information regarding the selection processes among all states.
- Create growth opportunities for a larger group of student members.

### Nominating Committee
- Select nominating committee members using a rigorous process that results in highly qualified committees.
- Equip members of the nominating committee with the right knowledge and tools to select quality national officers.
- Encourage rotation of nominating committee members to multiple states within a region.
- Ensure that training of the committee is rigorous and equips the committee to execute flawlessly the task of selecting national FFA officers.

### National Officer Candidates
- Familiarize candidates with roles and responsibilities of a national office, outline selection process and provide direction for preparation.
- Evaluate all candidates on a common, well defined and agreed upon set of competencies identified through research.
- Determine the top 50 percent of the candidates by region and overall early in the selection process.
- Improve the quality of time spent evaluating the top 50 percent from each region and overall as individuals perform realistic national officer activities.

**Board Policies and Constitutional Provisions**

The National FFA Officer Selection Process is provided for by the National FFA Constitution. Policies established by the National FFA Board of Directors are in place to guide the selection process in an effort to ensure fairness to all involved.

**Constitutional Provisions for National Officer Selection Process**

The National FFA Constitution outlines specific features of the national officer selection process.

**Article IX. National Officers and Procedures for Election**

**Section A**
The elected officers of the National FFA Organization shall be a president, four vice presidents (one from each of the four regions of the United States established in the bylaws), and a secretary.

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

**Section C**
A state FFA association may recommend one candidate for national office each year. The state’s candidate shall be
approved by the designated state staff on a nomination form submitted to the national executive secretary on or before August 1. All candidates shall be notified as to their eligibility on or before August 15. Those declared ineligible may file an appeal with the national advisor no later than September 1. The FFA Governing Committee shall vote on any appeal and formally notify the candidate of their decision national officer later than September 15.

Section D
The national officers shall hold the American FFA Degree at the time of their election and must be active members for the duration of their term in office. They shall be elected annually by a majority vote of the delegates assembled at the national convention. A member cannot hold a national office and a state office at the same time.

Section E
A nominating committee consisting of nine official national convention delegates—one chairperson selected at large and two from each of the four regions—shall study and review the qualifications of each eligible candidate. This committee shall submit its nominations to the delegates assembled at the national convention.

Section F
The president and the secretary shall be elected from the candidates at large. The position of the vice presidents shall follow a four-year rotational cycle. The region from which the second vice president is elected during the current year shall be entitled to the first vice president the next succeeding year, and so on for the other offices.

Section G
National FFA officers shall serve from one national convention through the next succeeding national convention and shall not be reelected, nor be eligible for election to another national office. In the event a national convention is not held in any given year, the National FFA Board of Directors shall make provisions for the appointment of national officers for the next succeeding year. The National FFA Board of Directors shall have the power to appoint a qualified member to fill any office, which becomes vacant between national conventions.

Policies Regarding National Officer Selection
The following policies are excerpted from the National FFA Organization Policy and Procedure Handbook. These policies deal directly with candidate eligibility, restrictions and selection at the state level.

Restrictions on Candidates
The practice of soliciting support for a candidate for national FFA office is not permitted.

Selection at the State Level
A state may recommend only one candidate for national FFA office each year. The state FFA advisor/executive secretary/state supervisor shall make the nomination.

Eligibility
- Each national officer candidate shall be an active FFA member and eligible to retain active membership in the organization until the member completes the term of office.
- No FFA member who has been employed after July 17, 1991, by the National FFA Organization will be eligible to run for national FFA office.
- No FFA member serving on the national FFA nominating committee after October 1, 2006 will be eligible to run for national FFA office.
SECTION 3 – THE SELECTION PROCESS

Selecting six officers is no easy task.

The process is more rigorous than many interviews you will encounter in your professional life. In it lies a tremendous opportunity for personal and career growth. Preparation for the process begins months in advance — some would argue that it begins when you become an FFA member. One thing is certain: The process will certainly provide an adequate test of your ability to serve in the capacities outlined.

The competencies explained above are evaluated in a number of different ways ranging from your performance on a writing exercise to your performance with real stakeholders in an interview setting.

The selection process provides a method to carry out this important task. All the details are provided for your help in preparing. It may be cliché, but ask most past national officers — regardless of what you know about each round — what is most important to your success: Staying true to yourself!

Nomination, Application and Submission Procedures

State staff submit the online application in final form by Aug. 1, 5 p.m. ET.

Step 1
State Staff Nominate Candidate

Designated state staff for the National FFA Officer Selection Process (NOSP) complete the nomination form for the state’s official candidate via the private NOSP online system. (Contact Kim Henry, khenry@ffa.org, with questions.) State leaders will provide the candidate’s first name, last name, email address and verify active membership. State staff have read-only access to the candidate’s application throughout the process.

Step 2
Candidate Completes Online Application

Once a candidate is nominated, an email is sent asking the candidate to create login credentials for the NOSP system in order to access their application.

Step 3
Candidate Submits Application to State Staff for Final Submission

State staff reviews the application (read-only format). If additional edits are required, state staff can return the application to the candidate. The Notes field at the bottom of the page can be utilized to share details with the candidate. Repeat this process until the application is in Final format. Once the application is complete, state staff complete final submission to National FFA for committee review by Aug. 1, 5 p.m. ET.

The Application

No portion of the application will be scored but will be reviewed by the committee and can be used as evidence during the deliberation process. Candidates should complete large text field portions of the application in a word processing program to establish formatting, run spell check and ask trusted mentors to review and provide feedback. Once all entries are finalized, copy and paste the text into the appropriate fields in the online application.
There are five tabbed sections across the top of the online application.

* Indicates a REQUIRED field — blank fields will not allow submission to state staff.

The application does not auto save — please click the Save button often.

Utilize the Instructions link found in the upper right corner on each tab to clarify the information requested.

**Tab 1 – Candidate Contact Information**
This tab collects general contact information used by National FFA for communication throughout the process, as well as the marketing and communications division to create press releases and online and printed materials.

Please list your mailing address from August to October (college address).

In the event of an emergency at convention, provide contact information for a family member/friend as well as the state leader for the association you will represent.

**Tab 2 – High School Information**
This tab collects information used by the National FFA for validating eligibility, as well as the marketing and communications division to create press releases and online and printed materials.

**PLEASE NOTE:** Each national officer candidate shall be an active FFA member and eligible to retain active membership in the organization until the member completes the term of office. **PLEASE double check with your state staff that you will qualify for ACTIVE membership during your term in office, should you be elected.**

**Tab 3 – Press Details**
Media/Press Release Information – FFA accomplishments deserve wide publicity. Choose publications or TV/radio stations that are most likely to use this information in your area. Remember, all publicity generated will greatly benefit agricultural education and FFA on the local, state and national levels.

**Tab 4 – Attachments**
There are five **required attachments**: 1-Essay, 1-Resume, 3-Letters of Recommendation.

Photo is optional.

All document attachments must be .pdf (FileName.pdf). Photo must be .jpg or .jpeg (FileName.jpg).

**Essay**
Topic: What Do You Hope to Accomplish as a National FFA Officer?

Upload and attach the essay in PDF format to the online application prior to final submission.

**Resume**
A resume is a document used to convey your most relevant experiences related to the particular position for which you are applying.

A resume is **not** a listing of your awards, achievements, offices and memberships.

Developing a successful resume involves evaluating your previous experiences and selecting a few experiences that best convey your readiness to take on the requirements of the job.

A successful resume will articulately convey your contributions as they relate to your involvement and experiences.

Some things to consider including on your resume:
1. Contact Information (name, address, email, phone number)
2. Career Objective
3. Education (do not include your GPA)
   - High school name, city, state – years attended
   - College, city, state – years attended
     - Major
     - Minor
4. Two to three relevant leadership experiences (FFA, school, community)
   - Position, organization – dates held
     - Responsibilities
     - Major contributions
   - Membership, organization – dates of membership
     - Major contributions
5. Two to three relevant professional work/experiences (SAE, other relevant work experience)
   - Position, organization, city, state – dates of employment
     - Responsibilities
     - Major contributions
     - Achievements
6. Three to four relevant awards/recognition/achievements
   - Award title, awarding organization, date awarded

Upload and attach the resume in PDF format to the online application prior to final submission.

**Letters of Recommendation**
Secure three individuals who can convey more about you and your qualification to serve as a national officer for FFA. In a professional application process, it is often considered inappropriate to ask parents or immediate family members (siblings and/or grandparents) to complete a letter of recommendation. The same rule applies here. Ask individuals who have known you for some time, such as (but not limited to) teachers, employers, state leaders, professors or religious leaders.

One of your references must be a state leader for the association you will represent as a candidate (advisor, executive secretary, etc.). You want them to know you well enough to serve as a witness to characteristics matched with the requirements of the position for which you are applying. It is suggested you have them read through the job description provided earlier in this handbook.

Upload and attach the letters of recommendation in PDF format to the online application prior to final submission.

**Photo**
It is optional to upload and attach a digital photo of yourself, in JPG or JPEG format.

**Tab 5 – National Office**
**Official Dress**
Newly elected officers receive a new FFA jacket on Saturday of the national convention and expo. It is essential to provide accurate measurements for your new jacket. No tailored sizes are available. Consult a guide (available on FFA.org) for instructions on sizing.

New officers also receive a national officer ring during their year of service. Providing accurate ring sizes now ensures ordering is not delayed.

Agree to receive text messages – the NOSP system is able to communicate with candidates via text in the event of an emergency or major interview schedule change.

Agreement to this is not mandatory. (Message and data rates may apply.)
Housing
National FFA secures all national officer candidates’ hotel rooms at the Crowne Plaza Union Station in Indianapolis.

Coordinate with state staff on travel plans to convention → indicate your arrival and departure date for convention.

Hotel reservations will be booked using the arrival date information provided.

Post-convention, National FFA sends an invoice to the state association or candidate for hotel room charges.

National FFA Officer and National FFA Officer Candidate Commitment Forms
By checking the box in the application, you acknowledge you have read, understand and agree to the rules, policies, procedures and commitment you will be held to as a National FFA Officer candidate during the on-site convention selection process.

Submit application to state staff for review. The application is in read-only status while state staff review. If state staff have suggestions, edits, changes, etc., the application will be sent back to you, granting you edit rights to the application again. This process can happen as many times as it takes to finalize the application. State staff complete final submission to National FFA for committee review by Aug. 1, 5 p.m. ET.

Post-submission, candidates have read-only status to the application at all times via the online system.

Interview Rounds and Procedures
The interview process is divided into two phases. The first phase will consist of four scored components including: Personal Round I, Writing Exercise (two essays), One-on-One Interview round and Advocacy Stand and Deliver practicum. Following the first phase, the top 50 percent of candidates in each region and overall will advance to the second phase of interviews.

Should a region have an odd number of candidates running, that region will advance one additional person to the second phase (i.e., if there are 11 candidates in a region, six will advance to the second phase). Should a region have only three candidates, the region is eligible to advance all three candidates provided the third-place candidate’s score (in that region) is in the top 50 percent of all cumulative weighted scores at the end of phase one. National officer deliberations will not occur at this time. Scores at this point in the process are NOT reported to the candidates or to the nominating committee members. Candidates will only know that they are in the top or bottom 50 percent of their region or overall until a final score report is sent following the process.

Announcement of the top 50 percent in each region and overall will occur during a private event with only candidates, candidate mentors or support teams, adult consultants and organization leadership. All candidates will be provided with an envelope and encouraged to open it with mentors, coaches and other individuals in their support network. The letter will let them know if they are moving on to the second phase of interviews and if they are in the top 50 percent of their region or overall. National officer candidate scores are not reported at this time in an attempt to keep ability-related information from intervening in the finalists’ overall performance in the remaining rounds.

Phase two interviews will convene with only the top 50 percent of candidates in each region and overall. There are three rounds in this phase: Round Robin and Media Round, Facilitation Round and Personal Round II. Scores will continue to accumulate for this group of candidates. However, no more advancements to a third phase will be made before or during deliberations based solely upon scores.

At the end of the interview process, the nominating committee will utilize the data collected to make evidence-based decisions in forming a slate of six national officers. The process for deliberation is outlined in this section.

National Officer Selection Process – Phase One
The following explains each of the scored rounds in the process in detail. The nine student nominating committee members will evaluate candidates’ performance using the competencies: Communication, Team Player, Areas of Knowledge, Character and Influence, upon a scale of zero to five with five representing strong evidence the skill is
present and zero representing strong evidence the skill is not present.

**Personal Round I**
In this six-minute one-on-nine format interview, candidates should capitalize on this time by making their first impression a lasting impression. The nominating committee will create a personalized question for each candidate directly from his or her application to assist with getting to know the candidate better. In addition, candidates can expect to answer three or four behavioral-based interview questions posed by the nominating committee and to expound on their goals, motivations and/or desire to be a national officer. Candidates should be able to share who they are and why they are here as a result of this round.

**Writing Exercise (Essays)**

Laptop computers will be provided for all candidates to complete two written essays, in 90 minutes, on topics relevant to agriculture, FFA or the American education system. The purpose of the essays is focused on a student’s ability to convey knowledge and understanding in a deeper sense than is allowed through multiple-choice questions.

Each of the writing samples will be reviewed on site by three independent adult judges. All writing exercise scores will be given to the nominating committee to be used as evidence during deliberations.

**One-on-One Interview**
This round will consist of nine 10-minute interviews, each with a different member of the nominating committee. The interview is focused on two objectives. First, this is an opportunity for individual committee members to develop rapport and get to know candidates in a one-on-one setting. Second, this will provide an opportunity for evaluation of several targeted competencies through structured questions and follow-up questions. For each of the nine interviews, should a candidate finish early, he or she should remain seated; it is encouraged the candidate and committee member have casual conversation with each other until the adult consultant calls time. Once the adult consultants call time, the candidate should end their conversation and leave the interview room.

**Advocacy Stand and Deliver**
This round will be 30 minutes in length.
- Twenty minutes are given to candidates to plan, organize and prepare a spoken presentation.
- The topic will be related to either FFA or agricultural education areas of knowledge and will be up to the committee to decide which topic area each year.
- Five minutes focused on the candidate’s ability to deliver spoken presentation.
- Five minutes focused on the candidate’s ability to respond accurately to questions regarding topic and presentation.

Candidates will have 20 minutes in a private preparation room to prepare for delivering a five-minute speech on either FFA or the American/agricultural education system (the opposite of the Media round topic). When preparing their speech, candidates should plan as if they are advocating for this topic and its supporting ideas. When candidates arrive to the preparation room, they will receive the topic and instructions regarding the setting and audience to which the speech will be directed. Candidates will have a full 20 minutes to formulate their remarks. No materials will be allowed in the room during this time other than a pad of paper and a pen, which will be provided.

Candidates will promptly move from the preparation room to the interview room to deliver their five-minute speech. Regardless of where the candidates are in their times, time will be called at the end of five minutes. Candidates must stop their speech and wait for questions.

An outside expert in the area the committee selects will be in the interview room and will ask targeted content relevant questions to the candidate about their speech. Candidates have a total of five minutes to respond to the questions asked. The number of questions and nature of the questions asked by the expert will be different for each candidate during this five-minute period. Time will be called at the end of five minutes regardless of where the candidate is in his/her response. Should a candidate finish early, he or she may leave the interview room. Committee members will be able to ask yes or no questions to the expert in the room. The expert in the room will
n not give their personal opinion on any speech during this round, nor will they be able to score any of the candidates or attempt to influence the committee in any way.

**Round Robin Issues Conversation and Media Round**

National officers often have conversations with stakeholders in an elevator or at the airport. The focus of the Round Robin round is evaluating the candidate’s demonstration of the agriculture areas of knowledge while carrying on a conversation regarding key issues related to a stakeholder. Stakeholders during the Round Robin round may include any industry of agriculture expert. This round will occur in two 15-minute interviews with a short rotation time in between. Each interview will position the candidate with one outside expert at a table while three of the nominating committee members observe the conversation. Each of these experts will represent a different stakeholder. All experts will be provided with an interview guide; however, they may interject specific follow-up questions to probe the candidate’s understanding. In order to eliminate conflict of interest, the following screening questions will be asked of the experts: Do you have any type of personal relationship with any of the candidates? Do you have a connection to FFA?

Throughout a national officers’ year of service, they engage in radio and TV interviews with not only the interviewer, but a listening/watching audience. The focus of the Media Round is on the candidate’s demonstration of either FFA or the American/agricultural education system areas of knowledge (the opposite of the stand and deliver topic) while conducting a media interview with an outside expert. Three nominating committee members will observe the interview and conduct their evaluations. The expert may offer qualitative information regarding the accuracy of responses to specific questions. The expert may not offer advice on the specific score to give the candidate.

The experts will meet with the nominating committee members on Monday evening and both are familiarized with each other, briefed on the scenarios to be discussed as well as receive training on the specific topics.

**Facilitation Practicum**

The purpose of this round is to evaluate the candidate’s ability to plan and facilitate a 15-minute portion of a student workshop in front of a realistic audience. Candidates will be given an overall objective for a workshop. The candidate will then develop and deliver a 15-minute portion of that workshop. Candidates should include an experience and opportunity to process the experience. It will be the candidate’s responsibility to use the materials provided for them to plan, craft and implement appropriate methods for engaging the audience and addressing the key points.

This round will be 45 minutes in length: Candidates will have 30 minutes to prepare and 15 minutes to facilitate. During their 30 minutes of preparation time, candidates can expect to be provided with all the materials they will need, along with a sheet of instructions outlining the specific objective for the workshop. Candidates will have a private room to conduct their planning. Following preparation, candidates will move to the interview room where they will have 15 minutes to facilitate to the available audience. No music shall be played during this 15-minute round. Tear sheets that are created in the preparation room may be taken into the interview room. No outside materials may be taken into the preparation or interview room.

The FFA members who are brought in for this round should not offer any opinion on any candidate to the nominating committee. These students should be rotated throughout the day to ensure the candidates have students who are fully-engaged. The chapters used for this experience should not be from the same chapter each year. Candidates will not facilitate to FFA members from their state.

**Casual Activity (NOT SCORED)**

As an opportunity to build rapport, this event will be a game night type event for all phase two candidates, nominating committee members, adult consultants and national FFA staff. The event is focused on providing a setting for nominating committee members and candidates to interact outside of the interview room. The event will NOT be scored; however, the committee can use this opportunity to collect evidence on establishing a sense for candidate behavior outside of the interview room. This evidence will be allowed to be used during the deliberation process.
**Personal Round II**

The purpose of this interview is to ask a final set of questions developed by the committee for each candidate, as well as one standard question all candidates will answer year to year. Each candidate will have 10 minutes with all nine of the committee members.

**Expectations for All Rounds**

Candidates are expected to report at the scheduled group meeting time. This ensures that all candidates are in place and ready to start on time. This early arrival provides the nominating committee the flexibility to start the next grouping early should they be operating ahead of schedule. In addition, the FFA Policy and Procedures Handbook uses the following policy should a candidate arrive late for their interview or exam activity.

**NOTE**

In the event that a candidate is tardy to a round, the board superintendent and the adult consultants will make and enforce a ruling.

**Scheduling of Rounds**

The creation of the interview schedule is guided by the time requirements for each round. The order of the candidate interviews within each round is determined by random assignment. In addition, breaks are scheduled between the groupings to provide the nominating committee members a chance to stretch and refresh themselves. The only modification of the random assignment process that is considered is when a candidate in the last 25 percent grouping of the previous round will not be first in the next round that occurs on the same day. No consideration is given to FFA region, gender or ethnicity in the random assignment.

The interview schedule for each round will be posted in a designated area the evening before the round. Individual interview times will not be announced any further in advance. This practice has prevented candidates from committing to other activities that might interfere with the interview schedule.

Candidates will receive a schedule highlighting the major activities of the week as part of the overall convention and selection process materials sent to each qualified candidate. Efforts will be made by the National FFA Organization staff to provide the candidates with a relaxed waiting area that will also allow candidates the opportunity to interact with each other.

**Deliberation and Selection**

Following the final interview round, the nominating committee will take a break to relax and unwind before beginning the daunting task of selecting a slate of six officers. A considerable amount of time and thought goes in to this decision. Students are encouraged to base all decisions on evidence generated throughout the entire selection process using the data provided to them and firsthand experiences during the interview process. No outside or secondhand evidence will be discussed to provide an objective and fair view of each candidate.
Deliberations

After the committee’s break, national FFA staff will provide a brief orientation of the score reports available for all finalist candidates from the week. Some data sources provided include:

- Scores overall
- Scores overall by region
- Scores by competency
- Scores by competency by region
- Notes taken during application review
- Notes taken during interviews

All nominating committee members take the material provided and then have a three-hour period to review and begin to make individual decisions.

A third-party facilitator with no investment or prior involvement during the week is brought in to help assist in facilitating the deliberation process. Prior to the deliberations, the facilitator meets with the nominating to review roles and responsibilities. The facilitator provides an overview of the process, ground rules and boundaries for the discussion; reviews roles and responsibilities; and maintains group focus on the outcome. The chairperson leads the group in making decisions and keeps discussion moving along within the boundaries provided but has the same weight in deciding the best six officers.

The nominating committee reconvenes and makes initial recommendations for a slate of officers. Members share the recommendations and evidence that supports their decisions. From this point, much of the work is discussion-based. The emphasis on providing evidence remains the norm for making comments.

Discussions continue until a slate is finalized. Once the nominating committee members reach agreement, students sign off on a final slate of six officers and a committee report is produced.

In order to select the best six officers to serve as National FFA Officers, the committee will select the best from each of the four regions first. Once the best in each region is selected, the next best two, regardless of region, are added to the team slate. The president and secretary will be selected from the regions that have two or more candidates on the slated team. This process allows for the threshold of being an officer to be higher to ensure all six officers are the highest quality officer regardless of office title. The most recent revision committee approved of this process as being the most appropriate method to select the best six officers while ensuring each region is represented as outlined in the National FFA Constitution and Bylaws.

SECTION 4 – THE SCORING SYSTEM

To facilitate the evaluation of the competencies throughout the rounds, a scoring system is needed. This system is designed to ensure scores collected throughout the rounds are reflected in the end score and how well a candidate demonstrated the actual competencies, not just how they did in each round. This helps to ensure selection of the most qualified candidates for the job description outlined in section one. The interviewing system is designed to screen for the five effective officer competencies. This section details the scoring processes used throughout the rounds described in the previous section.

The Scoring Scale for Each Competency

The scale used to evaluate each of the competencies is a 0-1-2-3-4-5 scale.

A score of "0" indicates "Negative or Contradictory Evidence the Skill/Attribute Is Not Present."
A score of "1" indicates "Strong Evidence the Skill/Attribute Is Not Present."
A score of "3" indicates "Some Evidence the Skill/Attribute Is Present."
A score of "5" indicates "Strong Evidence the Skill/Attribute Is Present."

This scale focuses committee members to search for verifiable evidence of the competencies.
Competency Index
The following index reflects each competency’s relative importance in the selection process.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Scoring Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>20%</td>
</tr>
<tr>
<td>Team Player</td>
<td>20%</td>
</tr>
<tr>
<td>Areas of Knowledge</td>
<td>20%</td>
</tr>
<tr>
<td>Character</td>
<td>20%</td>
</tr>
<tr>
<td>Influence</td>
<td>20%</td>
</tr>
</tbody>
</table>

The overall cumulative score will be used for determining the top 50 percent of candidates in each region and top 50 percent overall at the end of phase one. Finalists will continue to contribute to their overall cumulative score though it will not be used as an absolute determinant of who is selected.

Scoring Calculations
The overall cumulative score is determined by a simple process.

As shown in the previous section during each round particular competencies will be evaluated using a 0-1-2-3-4-5 scale. The score recorded for each of these competencies will be entered into the scoring system.

The sum of the scores for each competency will be accumulated into an overall score after each round. An average value between 0 and 5 for each of the five competencies will be calculated. This is achieved by dividing the cumulative sum of the competency by the total number of data points collected on that competency in that round. For example, if the Writing Exercise scores Areas of Knowledge three times for a total of 15 possible points, and a candidate earns 10 points for the Areas of Knowledge in this round, 10 is divided by 3 (the number of data points collected for this competency) to yield an average of 3.33333. This reflects the candidate’s score for this competency in this round.

After phase one, all averages for Areas of Knowledge would be added together to determine the candidate’s overall competency score for this phase.

The overall cumulative score for each of the five competencies (a value between 0.0 and 5.0) will be multiplied by the scoring index above to determine the contribution that competency will make to the overall score (a value between 0.0 and 5.0 points).

For example, the candidate’s averaged Communication score (3.59874) is multiplied by the index for this competency (20 percent) to yield an indexed score of 0.719748. This value is added to the other indexed competency scores to yield the overall score.

NOTE
The scoring system will carry out all points to at least seven decimal places to reduce any inflation/deflation in a number that may occur as a result of rounding.

This system offers several benefits:

- First, it allows the overall cumulative score to build throughout the process.
- Second, it reduces the influence one round may have on the candidate’s overall score.
- Third, it focuses the process on performance related to the competencies.

Score Reporting
Following the convention and expo, state staff will be sent a report with their candidate’s scores from the process.
This report is intended to help in each candidate's growth. Reports are sent directly to the state leader who is responsible for the national officer nominating committee process in each state.

Each report will contain the following table of information:

<table>
<thead>
<tr>
<th>Candidate Name:</th>
<th>Region:</th>
</tr>
</thead>
</table>

### Analysis by Competency

The following scores are shown as weighted to demonstrate how the total weighted score was achieved. To obtain the score (out of 5) of each competency, divide the weighted score by the percentage weight of the competency.

<table>
<thead>
<tr>
<th>Candidate’s Cumulative Weighted Score</th>
<th>Region Average</th>
<th>National Average</th>
<th>National Range</th>
<th>National Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (20%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Player (20%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Areas of Knowledge (20%)</td>
<td></td>
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</tr>
<tr>
<td>Character (20%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Influence (20%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Score</strong> (out of 5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Analysis by Round

The following scores are provided to you as a way to review your performance by round. The score reported is the average score out of 5 for all judges' ratings of the competencies measured in the round. These are only provided as information to you.

You CANNOT use the information below to calculate your cumulative weighted score.

<table>
<thead>
<tr>
<th>Score for Round Out of 5</th>
<th>Region Average by Round</th>
<th>National Average by Round</th>
<th>National Range</th>
<th>National Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Round I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Exercise</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-on-One</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand &amp; Deliver</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Round Robin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media Round</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Round II</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SECTION 5 – NOMINATING COMMITTEE

Facilitating the process outlined in the previous section requires a talented and dedicated group of individuals. Keeping with the traditions of a student-run organization, a committee of nine FFA members is selected to carry out the responsibility of interviewing and selecting the national officer team. Being a part of this unique group requires a sense of commitment to the betterment of the organization and a heart for service. The committee will put in many hours in preparation for the National FFA Convention & Expo.

The student nominating committee is assisted by a number of adults who serve as consultants to the process and student committee. The adults involved must have a desire to see students grow. This is essential in releasing control to the student committee and allowing them to do much of the thinking. Asking questions, probing committee members’ understanding, and advising when necessary requires patience and a strong commitment to student success.

Together the student committee and the adult consultants make up an important part of the selection process. In fact, they bring the process to life and shape the look and feel for all involved. Wielding this much influence on the process requires the right people for service in the roles outlined in this section.

Nomination, Application and Submission Procedures

Nomination — Open to the public May 1 – July 15 each year. The link can be found on the FFA.org website dashboard and nominating committee page found under Resources. There is no limit to the number of nominations for members or states. The nine states selected to the nominating committee the previous year are not eligible for nomination in the current year. State staff approve or reject all nominations prior to the nominee being made aware of their nomination. Nominators are not aware of the state staff approval or rejection of their nomination. Approved nominations require state staff to prove active FFA membership through the online system.

Application — Once a nominee is approved, the application system sends the nominee an email with instructions to create a login and password to access a short application and prompt for a 3-minute video submission. Once complete, the nominee submits the application to state staff for final submission to National FFA.

Submission — State staff review the application (read-only format) and complete final submission to National FFA. Applications are due Aug. 1 by 5 p.m. ET.

Committee Selection

The National FFA Officers conduct an individual review of all submitted nominating committee applications via the online national officer selection process system. The national officer team then convenes to deliberate every submitted application, providing evidence for/against the nominee. The result of this deliberation process is the recommended nine nominating committee members; two from each region, one at large, one of which is the
committee chairperson. Per board policy, the national president shall submit to the division director of the LEAD division the list of recommended nominating committee members, which will be reviewed by the governing committee of the board of directors no later than Sept. 1. The national officer team personally calls to invite each committee member to serve on the nominating committee. Once all nine confirm, the nominees not chosen are notified.

**Board Policy**
Per the FFA Policy and Procedures, the following policies affect the nominating committee process:

A nominating committee consists of nine official national convention delegates. **Additional clarification: These delegates are added to a state’s total delegate number. Having a member on the committee does not affect the total number on the delegate floor — one chairperson selected at large and two from each of the four regions shall study and review the qualifications of each eligible candidate. This committee shall submit its national officer nominations to the delegates assembled at the national convention.**

The national president shall submit to the division director of the LEAD division the list of recommended nominating committee candidates, which will be reviewed by the governing committee of the board of directors no later than Sept. 1.

An FFA member serving on the national nominating committee after Oct. 1, 2006, will not be eligible to run for national FFA office.

**Committee Responsibilities**
As a standing delegate committee, the nine members of the nominating committee have the responsibility to present a slate of six officers to the delegate body for their approval. To complete this task, the committee members conduct a series of written and oral interviews (described in Section 2).

The committee members are also responsible for being prepared mentally and physically for the weeklong selection process. The process can be grueling for the committee members, as they will typically work many long hours over 11 days (Arrival – Wednesday before convention and Departure – Sunday after convention). Members are strongly encouraged to come to the National FFA Convention & Expo fully prepared and rested.

**Committee Preparation Prior to National Convention and Expo**
Once selected, the work of the committee begins almost immediately. Committee members are responsible for reviewing portions of all the candidate applications via the online national officer selection process system prior to the convention and expo.

Committee members are also to complete a study of issues related to the national officer selection process. A study guide is provided to nominating committee members prior to the convention and expo. The study guide provides questions for reflection related to preparing for evaluating candidates in each round (i.e., agricultural issues, education issues, and effective officer competencies). The study guide also suggests reference materials (articles, books, etc.) to review, with questions for applying the information to the selection process.

Nominating committee members also develop an initial list of questions to use in the interviews. These questions are submitted for review and feedback prior to the convention and expo. These may not be the actual questions used; however, it provides an experience in developing quality questions that will be valuable during the convention and expo experience.

In addition, a conference call is conducted between the nominating committee members, the adult consultants, the board superintendent and national staff. The purpose of this call is to:

1. Provide the participants an opportunity to get to know each other prior to convention.
2. Assist the committee members in their preparation processes.
3. Answer any questions that the committee members may have.
At National Convention and Expo
The nominating committee begins work before the convention and expo actually begins. The majority of the committee's time is spent in training and preparation of the actual interview questions for each round. The training includes instruction on behavioral question writing and interviewing, understanding the effective officer characteristics and use of rubrics to evaluate them, accepting commonalties (diversity), national agricultural issues and national education issues.

Committee members will participate in guided practice on recognizing each of the five competencies. Practice scenarios using the rubrics provided for each competency include video and live simulations. Experts will also train the nominating committee on agricultural and education issues. The experts provide guidance and support in preparing for the rounds that will assess candidates' areas of knowledge.

The committee will also meet with the current year's national officers as part of their training. This meeting will provide the committee members the opportunity to gain an understanding of the job of being a national officer.

In addition, the nominating committee will spend time practicing their interview techniques as well as determining the layout of the interview room(s).

Role in the Interview Processes
The interview process begins on Saturday morning and concludes with the final scheduled round on Thursday. The nominating committee is provided iPads to independently input scores into the scorecards, and without consultation with the other committee members, at the conclusion of each interview.

An adult consultant will verify and supervise that scorecards are completed and submitted into the system after each interview and round.

A debrief meeting, held each evening, is used to identify issues associated with interviews and plans are formulated to troubleshoot, if necessary. National FFA staff and adult consultants provide insights from the day, and committee members identify issues and concerns.

The final scores are only provided to the nominating committee as they begin their deliberations.

Role During Deliberations
As described in Section 2, the top 50 percent of the candidates within each region and top 50 percent of highest overall score will advance for the final three rounds of interviews and consideration as a national officer. This administrative step accomplishes two purposes. First, it provides the nominating committee with a smaller group of highly qualified candidates to consider more intensely for the creation of the final officer slate. Second, by letting the interview process select the top candidates, it removes the potential of considering a candidate on personal preferences alone.

During the creation of the officer slate, the nominating committee will use all the information at their disposal to create the final slate — the candidate's application form, the scoring summary of each viable candidate and personal notes made during the interviews.

Only two things guide the creation of the officer slate: First, the requirement that there be one officer from each of the FFA regions plus a president and secretary who are chosen at large; second, the need for a balanced slate. It is unlikely that six candidates will emerge who possess all five competencies to a high level. What the nominating committee will do is seek to create a slate that is highly knowledgeable and skilled and is balanced in the desired national officer behaviors. The entire committee approves the final slate of the best six officers with the committee report presented to the delegate body during the final national convention session.
Adult Roles in National Officer Selection Process

Adults play a supportive role in the national officer selection process. Adults are available to support and advise the student nominating committee in fulfilling their responsibilities. The roles adults play can be divided into two categories: formally appointed adult consultants and adults who assist with interviews or scoring.

Formally Appointed Adult Consultant Roles

- Trainers
- Legitimizers
- Scoring overseers
- Voice of consciousness
- Managers of candidates
- Tabulators
- Advisory committee
- Review objectives/competencies to be assessed with the nominating committee before the round
- Allow three to five minutes following the round for the committee to revisit the round and objectives/competencies; then encourage committee to synthesize independent notes on what they saw.

The formally appointed adult consultant roles are outlined further in this section.

Adults Assisting with Interviews or Scoring

- Making recommendations qualitatively
- Interviewers or experts giving qualitative feedback
- Facilitators
- Writing exercise examiners

Formally Appointed Adult Consultants

The following adults have been appointed to the national officer selection process by the National FFA Organization leadership and board of directors. They are charged with:

1. Ensuring the fairness of the process and adherence to board policies.
2. Providing guidance (as requested and appropriate) to the nominating committee members.

Each adult member has unique roles as described below.

Board Superintendent

An adult member of the FFA board of directors is selected by the board to monitor the national selection process on behalf of the National FFA Organization. In addition, the board representative will be called upon in situations where board policy and/or procedures require interpretation and application.

Adult Consultants

The board of directors appoints three adults who assist in the management and delivery of the national officer selection process. Each adult is approved by a board vote. The required region submits a potential national officer nominee to serve as adult consultant. The national FFA advisor reviews the candidate and is approved by the board. A rotational plan has been established to guide the selection of these three adults. The nominating organizations have also been identified in this table. The president of the national officer nominating organization shall be contacted by the FFA staff responsible for the process to secure a nomination to submit to the board of directors.

<table>
<thead>
<tr>
<th>Begins in</th>
<th>Region</th>
<th>Career Position</th>
<th>National Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Central</td>
<td>Teacher Educator</td>
<td>AAAE</td>
</tr>
<tr>
<td>2018</td>
<td>Eastern</td>
<td>Executive Secretary</td>
<td>NASAE</td>
</tr>
<tr>
<td>2019</td>
<td>Western</td>
<td>State Supervisor</td>
<td>NASAE</td>
</tr>
<tr>
<td>2020</td>
<td>Southern</td>
<td>Teacher Educator</td>
<td>AAAE</td>
</tr>
<tr>
<td>2021</td>
<td>Central</td>
<td>Executive Secretary</td>
<td>NASAE</td>
</tr>
<tr>
<td>2022</td>
<td>Eastern</td>
<td>State Supervisor</td>
<td>NASAE</td>
</tr>
</tbody>
</table>
At National Convention and Expo

Three adults, approved by the board of directors, oversee the implementation of the national officer selection processes at the national convention and expo and training of the nominating committee. During the three-year term, the position responsibilities increase each year. The adult chair (third year) is the lead adult to the selection process. The other adults operate under the adult chair’s supervision.

The three adult consultants will be sequestered along with the nominating committee and national staff, typically working many long hours over the 11 days (Arrival – Wednesday before convention and Departure – Sunday after convention). There will not be an opportunity for outside work or meetings to be conducted during the on-site national officer selection process. Adult consultants are strongly encouraged to come to the National FFA Convention & Expo fully prepared and rested in order to be mentally and physically able to conduct the weeklong selection process.

Specific duties for each year of service are:

First-Year Responsibilities
- Observe process to gain a clear understanding of its function and assist in training the committee.
- Serve as timekeeper and supervise scorecards are completed and submitted into the system after each interview and round.
- Submit an evaluation report to the board superintendent and FFA recommending improvements for the selection process.

Second-Year Responsibilities
- Assist in training the committee.
- Supervise committee and interviewing process in the interviewing room(s) to ensure consistency of interviews.
- Administer the writing exercise.
- Work with the nominating committee secretary to compile the official minutes of the committee process, including questions and room setup for each round.
- Submit an evaluation report to FFA recommending improvements for the selection process.

Third-Year Responsibilities
- Serve as adult chair and oversee entire selection process.
- Meet with the appropriate FFA staff member in September for the purpose of reviewing the process and preparation for the nominating committee conference call.
- Review the schedule of interview rounds prior to the convention and expo.
- Coordinate with FFA staff prior to convention and expo to ensure all arrangements are made for the selection process at the national convention and expo.
- Communicate with adult consultants and the nominating committee prior to the convention and expo.
- Oversee training of committee. (This includes coordinating with the FFA staff and/or professional trainer(s).)
- Oversee committee process, providing guidance when necessary.
- Submit an evaluation report to FFA recommending improvements for the selection process.
Board of Directors Representative Job Description
To ensure accuracy in scoring and data entry during the national officer selection process, a representative from the board of directors will ensure the process is being operated in the fairest manner possible. This individual will be a member of and appointed by the National FFA Board of Directors. This person will have a role specific and distinct from that of the board superintendent and/or any of the three adult consultants to the nominating committee. Specific duties for service are:

Before National Convention and Expo
- Participate in a conference call with staff liaison to identify specific schedule for role at the convention and expo.
- Identify a system of checks and balances to be used in validation during the convention and expo.

At National Convention and Expo
- Provide final sign-off on scores before top 50 percent of candidates overall and for each region is announced to nominating committee.

National FFA Staff
Two FFA staff members have been assigned to provide leadership to the delivery of the national officer selection process. The assigned national staff members work closely with the adult chair to implement the procedures for the selection process. This work includes verifying the candidates’ eligibility, disseminating appropriate information to the candidates and the nominating committee, reserving required facilities, preparing materials needed during the process (scoring system) and securing the additional personnel needed for nominating committee training.

Questions?
Please email NomCom@ffa.org.

Thank you.