

FFA Meetings



FFA.OH.3.5

Time Needed:

Activity 1 – 20 min

Activity 2 – 15 min

Materials:

The Official FFA Student Handbook – one copy per student

FFA.OH.3.5.AS.A – one copy per student

Objectives:

1. Identify the purpose of chapter meetings.
2. Illustrate the proper setup of a chapter meeting room.

Content Outline

1. Identify the purpose of chapter meetings.
 - a. The purpose of an FFA chapter meeting is to conduct chapter business and make decisions.
 - b. Sample order of business:
 - Opening Ceremony
 - Minutes of Previous Meeting
 - Officer Reports (Treasurer, etc.)
 - Report on Program of Activities
 - Special Features (guest speakers, videos, activities, etc.)
 - Unfinished (Old) Business
 - Committee Reports
 - New Business
 - Degree and Installation Ceremonies
 - Closing Ceremony
 - Entertainment, Recreation, Refreshments
2. Illustrate the proper setup of a chapter meeting room.
 - a. Use the illustration in *The Official FFA Student Handbook* on page 48.

Activity 1 –

1. Read and review pages 48-49 in *The Official FFA Student Handbook* on chapter meetings.

2. Provide each student with a copy of FFA. OH.3.5.AS.A. Students will number each item on the “Sample Order of Business” page in the order that they think it would occur during a meeting. The item labeled as “1” will be the item thought to come first in a meeting.
3. After completion of the page, share with students the following:
 1. Opening Ceremony
 2. Minutes of Previous Meeting
 3. Officer Reports (Treasurer, etc.)
 4. Report on Program of Activities
 5. Special Features (guest speakers, videos, activities, etc.)
 6. Unfinished (Old) Business
 7. Committee Reports
 8. New Business
 9. Degree and Installation Ceremonies
 10. Closing Ceremony
 11. Entertainment, Recreation, Refreshments
4. Discuss the reasoning behind creating an “Order of Business” page and the importance of using this as a general order to follow for meetings.

Activity 2 –

1. Quickly review the image shown on page 48 of *The Official FFA Student Handbook* that illustrates the meeting room setup.
2. Relate the meeting room setup to the positions on a sports team (*choose a sport that your students are knowledgeable about*). Use the following examples (*or make up your own*) to relate the two items:
 - a. Each person on the team is important to the success of the team (*i.e., members providing input; president keeping the meeting room in order compared to the quarterback calling the plays*).
 - b. The location of each position is critical. If someone is out of place, the team may not be as successful. (*For example, if an offensive lineman is not in the correct location, the quarterback gets sacked.*)



Additional Resources:

FFA.OH.3.5.ASSESS

LifeKnowledge Lesson – <http://ffa.learn.com/lifeknowledge>

AHS.47 Creating engaging chapter meetings



Name: _____

Date: _____

Class: _____

Sample Order of Business

Directions: Place a number (1-11) next to each item below in the order that you think it occurs during a meeting. Place a “1” next to the item that you believe occurs first, and so on.

____ Committee Reports

____ Entertainment, Recreation, Refreshments

____ Officer Reports (Treasurer, etc.)

____ Unfinished (Old) Business

____ Opening Ceremony

____ Closing Ceremony

____ Minutes of Previous Meeting

____ New Business

____ Special Features (guest speakers, videos, activities, etc.)

____ Report on Program of Activities

____ Degree and Installation Ceremonies



Name: _____

Date: _____

Class: _____

Complete the following statements:

The purpose of a chapter meeting is

The executive committee is typically made up of the following:

Illustrate the proper setup of a chapter meeting room.

Meeting Room



Bonus: Next to each station, draw a picture of the symbol that represents each office.