

Sample Chapter Officer Application Supplemental Form

An Officer's Study in Responsibility

What is my office? How does it correlate with the work of the other officers and Program of Activities chairs?

I will complete this outline with a pencil so that when my assigned and assumed duties are discussed at the officer team meeting, or in my chapter officer interview. I can and will make necessary changes based upon the information that I discover.

(Although I may have held a similar role in another organization, the office may not be the same in my FFA chapter. Based upon prior experiences the organization, structure, and responsibilities vary from group to group according to constitution, size purposes, frequency of meetings or people involved and type of programs accomplished.)

The chapter constitution says this is my responsibility: _____

The stated vision of our FFA chapter includes: _____

The stated mission of our FFA chapter is to: _____

I am responsible for planning: _____

I am responsible for this regular activity: _____

These are the occasional tasks (perhaps only twice a year) for which I am responsible: _____

I must keep these records: _____

I am responsible for reporting to these officers, advisor or school administration with regard to the tasks that I perform: _____

At what point am I supposed to take the initiative for the leadership and the progress of my local chapter? _____

Sample Chapter Officer Application Supplemental Form

How does my office correlate with the responsibilities of other officers and committees? _____

With the president: _____

With the vice president: _____

With the secretary: _____

With the treasurer: _____

With the reporter: _____

With the sentinel: _____

With the Program of Activities chairs: _____

With the district, state and national officers: _____

With other student organizations: _____

I am expected to put these reports in writing to these people and meet these deadlines: _____

In what other ways must I work with others? _____
