

Title: **Your role as an Executive Committee Member Activity**

Objective: *Participants will be able to describe the role of leaders within an organization and create their own role as a leader for their year of service.*

Precept: Character

D6: Value service to others

Supplies: - AS.1 – 1 per participant
- AS.2 – 1 per participant
- AS.3 – 1 per participant
- Writing surface – to capture brainstorming ideas
- Appropriate writing utensil for the writing surface

Resources:

Reardon, M., & Derner, S. (2004). *Strategies for great teaching*. Chicago: Zephyr Press.

National FFA Handbook

Preparation: Have enough copies of the following documents:

- AS.1 – 1 per participant
- AS.2 – 1 per participant
- AS.3 – 1 per participant

Prepare the following message on a visible writing surface: “A Leader is...”

Content:

Provide each participant with a copy of AS.1 after they have been seated. Instruct them to leave the paper face down until further information is given.

Raise your hand if you know what it means to be a leader. Let’s take 2 minutes to brainstorm together what a leader is. *Write the brainstorming responses on the visible writing surface.*

It sounds as though we have a pretty good idea of what it means to be a leader. When I say “Begin”, you will have 5 minutes to fill out the “My Role” Worksheet that I have placed in front of you. What questions are there? “Begin!”

Who would like to share their list of characteristics for all persons in a leadership position?

Have several people share their ideas and thoughts as you work your way through all four areas of the worksheet.

Provide each participant with AS.2.

Using our answers from the “My Role” Worksheet and the “General Roles of an Officer” Information Sheet, create your own definition of your leadership role on the “Defining My Role” Worksheet (AS.3) I am passing out. We will use these self-written definitions as our guide for success throughout the year. We will share our definitions with the group after everyone has finished.

Have participants share their definitions of their leadership role with the group.

Be sure to record a brief summary of what each person has defined as their leadership role on the “Defining My Role” worksheet.

Here is information on the general roles of an executive committee member:

Duties of the Executive Committee

- Determine the purpose and agenda for the general meeting
- Arrange for speakers, activities (games), and food/refreshments at the general meetings

- Determine if any announcements and recognition should be made at the general meeting
- Determine what fundraising activities should be brought before the general assembly for consideration
- Determine what extracurricular activity options should be brought before the general assembly for consideration (i.e., field trips, service projects, social activities, competitions)
- Monitor and encourage Plan of Activities goals

Supplemental Activities: Ask members to consider their role as an executive team member. What do you contribute to the team and to the organization? What are your responsibilities? Take 2 minutes to create a new title (see examples below). Think creatively and keep it fun!

Examples:

Old Title	New Title
President	“Director of Vision” or “Master of Motivation”
Vice-President	“Keeper of the Keys” or “Action Supervisor”
Secretary	“Chief Scribe” or “The Answer Man”
Reporter	“Vibe Spreader” or “Communications Specialist”
Treasurer	“Chief Check Writer” or “Everyone’s Best Friend”
Sentinel	“Meeting Master”
Social Chair	“Fun Master” or “Director of Fun” or “Social Architect”

Lead discussion by asking the following:

- How important our titles?
- What responsibilities do we know come with being a leader? (i.e.: service, leadership to the group, setting an example, etc.)

Reflective Questions: - Why is it important to know your role as a leader?
 - How can we use our self-written definitions of our role to guide our year of service?
 - As a leader within the organization, how can we help others become involved and take on leadership roles?

For More Information: LifeKnowledge Lesson *MS.1 Defining Leadership*
 LifeKnowledge Lesson *HS.103 Developing a Service-Leadership Attitude*

My Role – AS.1

Identify characteristics of a person in a leadership position:

Describe your role as a member of the executive committee:

Describe your role as a leader within the chapter:

Describe your role as a member within the chapter:

Roles of an Officer – AS.2
As defined in the Official FFA Handbook 2007-08

General duties expected of all officers:

- A genuine desire to be part of a leadership team
- A willingness to accept responsibility
- A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals
- A commitment to lead by example
- A knowledge and understanding of the chapter, state and national FFA constitutions, bylaws and programs
- A working knowledge of parliamentary procedure
- An ability to memorize official ceremonies

President:

- Preside over meetings according to accepted rules of parliamentary procedure
- Appoint committees and serve on them as an ex-officio, non-voting member
- Coordinate the activities of the chapter and evaluate the progress of each division of the POA
- Represent the chapter in public relations and official functions

Vice-President:

- Assume all duties of the president if necessary
- Develop the POA and serve as an ex-officio, non-voting member of the POA committees
- Coordinate all committee work
- Work closely with the president and advisor to assess progress toward meeting chapter goals

Secretary

- Prepare and post the agenda for each chapter meeting
- Prepare and present minutes of each chapter meeting
- Place all committee reports in the Secretary's file
- Be responsible for chapter correspondence
- Maintain member attendance and activity records and issue membership cards
- Have on hand for each meeting:
 - the secretary's file
 - Copy of the POA including all standing & special committees
 - Official FFA Manual & the Official FFA Student Handbook 13th ed.
 - Copy of the chapter constitution and bylaws

Treasurer:

- Receive, record and deposit FFA funds and issue receipts
- Present monthly treasurer reports at chapter meetings
- Collect dues and special assessments
- Maintain neat and accurate treasury records
- Prepare and submit the membership roster and dues to the National FFA Organization through the state FFA association office in cooperation with the secretary
- Serve as chairperson of the finance committee

Reporter:

- Serve as chair of the POA public relations committee
- Plan public information programs with local radio, television, newspaper and service clubs and make use of other opportunities to tell the FFA story
- Release news and information to local and regional news media
- Publish a chapter newsletter or website

- Prepare and maintain a chapter scrapbook
- Send local stories to area, district and state reporters and to any school publications
- Send articles and photographs to FFA New Horizons and other national and regional publications
- Work with local media on radio and television appearances and FFA news
- Serve as the chapter photographer

Sentinel:

- Assist the president in maintaining order
- Keep the meeting room, chapter equipment and supplies in proper condition
- Welcome guests and visitors
- Keep the meeting room comfortable
- Take charge of candidates for degree ceremonies
- Assist with special features and refreshments

Advisor:

- Supervise chapter activities year-round
- Inform perspective students and parents about FFA
- Instruct students in leadership and personal development
- Build school and community support for the program
- Encourage involvement of all chapter members in activities
- Prepare students for involvement in career development events (CDEs) and leadership programs

Historian:

- Develop and maintain a scrapbook of memorabilia in which to record the chapter's history
- Research and prepare items of significance of the chapter's history
- Prepare displays of chapter activities and submit stories of former members to the media
- Assist the reporter in providing photography for chapter needs

Parliamentarian:

- Be proficient with parliamentary procedure
- Rule on all questions of parliamentary conduct at chapter meetings
- Serve as a participant of an ex-officio member of the parliamentary procedure team
- Conduct parliamentary procedure workshops at the chapter level
- Chair or serve as ex-officio member on the conduct of meetings committee

Defining My Role – AS.3

Each person has a different leadership role in the organization. Using the worksheets you have in front of you, define your role as a leader within this organization under your specific leadership position. We will share our definitions with the group and you should write a brief summary of each participant's leadership role next to their respective leadership position.

President:

Vice-President:

Secretary:

Treasurer:

Reporter:

Sentinel:

Historian:

Parliamentarian:

Advisor:

Committee Chair:

Committee Chair:

Committee Chair:

Executive Committee Member:

Other: