

Area VII Officer Contract

Area Officers are elected by interview, test and popular vote will serve in that capacity from the time of elections at Area Convention until the conclusion of the subsequent Area Convention. Specific duties and requirements of this office are listed below and others may arise during the year of service. The advisor of the Area VII President will serve as "Area Advisor" until the subsequent Area Convention.

Commitments

State Leadership Conference

- Attendance at this event is mandatory.
- Attend sessions conducted by past and present Texas FFA Officers.
- Maintain high levels of integrity and conduct throughout the duration of the camp.
- Initiate planning processes for Area Camp with Area Leadership Coordinator and area advisors.

Area Camp

- Attendance at this event is mandatory.
- Arrive a day prior to the event for rehearsal of script and set up
- Plan and execute area camp with the assistance of the Area Leadership Coordinator.
- Serve as a leader and role model for camp participants.
- Coordinate area camp clean up with camp coordinators and area advisor.
- Respective area advisors (1 advisor) of the area officer will be attending ALC as an Advisor on duty during the duration of the camp.

State Convention

Assist fellow officers on the delegate floor. This includes:

- Attendance at this event is mandatory.
- Ensure that the Area delegate table is manned during all convention sessions when delegates are registered.
- Monitor voting delegation and manage delegate registration on the delegate floor with the assistance of the area advisor.
- Coordinate the balloting process with fellow area officers and area advisor.
- Attend any meetings as called or announced.
- Attend and participate on the delegate floor during convention sessions, pre- sessions, special events, etc.
- Respective area advisors of the area officer will be responsible for assisting the Area Leadership Development Coordinator with the delegate sessions.

Area Greenhand Camp

Assist fellow Area FFA officers in coordinating, planning, and executing the Area Greenhand Camp to be held in the fall. This includes:

- Attendance at this event is mandatory.
- Plan and execute area greenhand camp with the assistance of the Area Leadership Coordinator and area advisors.
- Serve as a leader and role model for camp participants.
- Coordinate area camp clean up with Area Leadership Coordinator and area advisors.

Area LDEs

- Officers who are competing will be expected to serve following the completion of their event. • Organize and announce results of the Area VII LDE Contest as well as distribute banners and awards to participants with the assistance of the area advisor.
- Delegate and execute the cleanup of facilities following the event (floor, tables, and competition rooms).

Area CDEs

- Officers who are competing will be expected to serve following the completion of their event.

- Organize and announce results of the Area VII LDE Contest as well as distribute banners and awards to participants with the assistance of the area advisor.
- Delegate and execute the cleanup of facilities following the event (floor, tables, and competition rooms).

National Convention

- If you are designated as one of the five voting delegates from Area VII, this is a required event.
- Serve as a voting delegate in committee as well as on the delegate floor of the National Convention as well as additional duties as designated by the Texas FFA.
- Maintain a level of conduct and excellence expected from an area officer while traveling and serving.
- Travel to and from national convention shall be the financial responsibility of the officer and/or their respective school.
- Depending on funds, the Area VII Association may pay for a portion or all of the expenses. The chapter and student will be held responsible for reimbursing the Area for any expenses paid on their behalf if they do not attend. Chapters with outstanding charges due to the Area VII Association may have a hold on their membership account until the fees are paid.

Area Convention

The following duties are to be delegated to each individual officer by the Area Leadership Coordinator and area advisor. The execution of a successful convention is the responsibility of the area officer team. • This is a required event.

- Coordination and communication with fellow Area FFA Officers and Area Advisor regarding convention schedule, duties at convention, specific details, etc.
- Assist with development and completion of Convention Session scripts.
- Arrive a day prior to the event for rehearsal of script and set up.
- Assist area advisor and fellow officers in the development and printing of a convention program (400 copies).
- Coordinate voting delegate registration and sign-in processes as directed by the area advisor. • Coordinate voting during officer election processes.
- Officers will assist in the announcement of results and distribution of banners and awards. • Officers will be expected to complete opening ceremonies at the beginning of each session. • Assist the Area Coordinator, Area President, and incoming Area Officer team in cleanup of the convention facility.

Officer Discipline Policy

The Area Executive Committee seeks to establish and maintain standards of officer conduct and supervisory practices which will promote effective operations of the Area Executive Committee and the agricultural education family and further the interests of the program and its affiliates. These practices include the administration of fair, consistent, and constructive officer discipline. The responsibility of an area officer position is a privilege and honor. Officers are given this responsibility by their fellow members and the agricultural science teachers of the Area VII. To serve in this capacity, you are expected to maintain a high level of integrity and conduct throughout the duration of your term.

- A consistent officer discipline process will be used which includes, but is not limited to:
 - (1) Constructive efforts by the Area Executive Committee of his designee to help officers achieve fully satisfactory standards of conduct and performance.
 - (2) Correction of an officer's unsatisfactory performance or negative behavior.
 - (3) Sufficient notice to officers that suspension or discharge will result from gross or continued violation of officer standards of conduct or unsatisfactory job performance.
 - (4) Written documentation of problems and disciplinary warnings given with corrective measures to be taken by the officer.
- The Area Executive Committee generally recognizes four steps or levels of discipline: verbal warnings, written warnings, suspension, and discharge. Disciplinary action may begin at any step or level of severity and does not have to include each level. The Area Executive Committee must

approve any disciplinary action for a gross or severe violation, as well as any suspension or discharge of an officer, prior to any action.

- Disciplinary situations involving student officers should be dealt with by progressive discipline, if appropriate, to assure equitable treatment and acceptable conduct. In applying disciplinary procedures or action, these factors will be considered: the seriousness of the violation or offense, the officer's past record and the circumstances surrounding this particular incident. These factors are listed as a guide only and may vary as appropriate. The policies and procedures for officer discipline will be reviewed and revised as necessary. Depending upon the facts and circumstances involved in each situation, management may choose to begin disciplinary action at any step.
- In general, discipline should follow this pattern.

(1) VERBAL WARNING - should be used for minor violations. If the situation does not improve within a reasonable time frame set by the Area Executive Committee, the verbal warning may be repeated or the next step used. A written record should be kept to document the verbal warning, its content, and time frame for improvement, as well as date of warning.

(2) WRITTEN WARNING - should be used for repeated violations or for a more substantial violation. A time frame for improvement should be set by the Area Executive Committee and Area Advisor. A copy of the written warning will be kept on file. If the situation does not improve, the Area Executive Committee may repeat the step or use the next step. The written warning notice will be discussed with the officer by the Area Executive Committee or Area Advisor, and the said officer will be asked to sign the notice to acknowledge receipt.

(3) SUSPENSION - will be utilized for serious violations when immediate action is required while an investigation is being conducted to determine if the officer should be discharged. The length of the suspension depends upon the time necessary to investigate the violation. Suspension may also be used when the officer fails to respond to previous attempts of discipline. The Area Executive Committee must approve all suspensions. A written notice of suspension and documenting the reasons for the suspension will be provided to the officer, in person or by telephone with written notice to follow in the mail. Suspended officers may not wear the Area VII FFA Association jacket or represent the area association as an area officer in any manner.

(4) DISCHARGE - will be utilized for serious violations, for first offense, with or without the previous use of any of the lesser disciplinary steps. Discharge may also be used for continued failure to respond appropriately to prior disciplinary action and may be deemed appropriate regardless of prior disciplinary actions. The Area Executive Committee must approve all discharges of student officers. If an alleged violation or continued failure to respond to disciplinary action for other violations is reported to or discovered by the Area Executive Committee, upon completion of the investigation and adequate due process, the Area Executive Committee may discharge the officer with written documentation to explain the reasons for the discharge. This written notice will become part of the permanent operational record of the Area VII FFA Association. The officer will be notified, in person if appropriate, or by telephone and/or registered mail. Officers discharged by the Area Executive Committee shall return Area VII FFA Association official jackets and all other materials purchased by the organization and termed as area officer supplies.

- The Area VII FFA Association shall have grounds for suspending or dismissing a student officer who engages in illegal activities at any time. Student officers who are arrested for any reason must report such arrest promptly by the following business day. The Area VII FFA Association shall have grounds for suspending an officer if arrested for any reason and grounds for discharge if the officer does not report an arrest in a timely manner. Given the nature of the circumstances surrounding an arrest and the alleged offense, the Area VII FFA Association, in its sole discretion, may decide the duration of the suspension as well as impose lesser or greater disciplinary action.
- A student officer who is convicted of a crime must report such conviction to the Area VII FFA Association no later than the following business day. The Area VII FFA shall have grounds for discharging a student officer should he or she be convicted of a crime involving moral turpitude or should the officer fail to report the conviction in a timely manner. For purposes herein, a crime involving moral turpitude shall mean anything done knowingly contrary to justice, honesty, principle or good morals, specifically including a minor in possession of a controlled substance including alcohol or operating a motor vehicle while intoxicated or under the influence of a controlled substance. Given the nature of the circumstances surrounding the conviction, the Area VII FFA Association may impose lesser disciplinary action.
- A student officer who is suspended or discharged may appeal such disciplinary action within ten

(10) business days from his or her receipt of notice of such action. Such appeals must be submitted in writing to the Area VII FFA Association Executive Committee and state all grounds the student officer contends should be considered in the review of disciplinary action. Within ten (10) business days of the Area VII FFA Association's receipt of such appeal, the officer and his or her representative shall be granted a hearing before the Area VII FFA Executive Committee.

- Within three (3) days of the hearing, the Area Executive Committee shall inform the student officer of its final decision. Timelines may be extended by mutual consent. The student officer shall remain suspended pending a final decision

Area Officer Commitment

A copy of this contract needs to be filed with the Area VII Secretary as well as the Area Advisor and the Area VII Coordinator. Officers are expected to fulfill the obligations outlined in this contract. Failure to do so could forfeit the officer from continuing his/or her duties for the remainder of the term.

All candidates' commitment pledges must be certified by the candidate, his or her teacher and parent or legal guardian: I have read, studied, understand and accept the above provisions. If elected to area office, I will carry out my responsibilities in accordance with these statements and understand that I will be warned, suspended or discharged from office by the Area VII FFA Executive Committee in accordance to the Area VII FFA Association Board Policy if I do not satisfactorily follow these established standards for area officers. Furthermore, I have read and do understand the provisions of the Area VII FFA Officer Contract, the student officer job description, and the student officer discipline policy and commit myself to full compliance with these provisions.

Incoming Area Officer- Name Printed Signature Date

Parent/Guardian- Name Printed Signature Date

AST/Chapter- Name Printed Signature Date

High School Principal- Name Printed Signature Date