

Area Officer Leadership Positions Related Duties

Area Officer Elections Chair – Deanna Roeder – Guadalupe

Coordinate all aspects of the Area Officer Elections Process

- Develop timeline, i.e. set area dates, by January annually
- Get timeline to Area Secretary for posting on area website
- Coordinate with Area Coordinator, Secretary or President to email the area correspondence related to elections information
- Make contact with State Office to activate the officer application
- Review applications for qualifications
- Secure and contact the area elections committee
- Make contact with State Office to activate the Test
- Facilitate the balloting and elections at Area Convention
- Report to Executive any changes the committee would like to suggest

Area Leadership Coordinator – Lauren Henderson- Alamo

Coordinate State Leadership Conference

- Coordinate travel for officers to the State Leadership Conference
- Attend and work with officers to begin developing Area Leadership Camp
- Coordinate for Area Advisor or another teacher of the opposite sex to attend as the second chaperone

Coordinate all aspects of Area Camp

- Assign duties to other area advisors as needed
- Develop flier and registration forms for Area camp to be sent out in the Spring
- Report to Executive Committee any suggested camp changes
- Manage the Area VII Leadership Camp checking account along with the Area Treasurer
- Secure the site and handle all logistics related to the Area Leadership Camp
- Work with the Area Officer team to develop the format, topics, and activities for Area Leadership Camp
- Handle the Area Camp registration at Area Convention and get payments collected to the treasurer to be deposited
- Order Area Camp Shirt –Develop design Monday after convention
- Order Padfolio/Gift - Order the week after convention
- Coordinate with sponsors – Contact sponsors for camp food and shirts

Coordinate Area Greenhand Camp

- Work with Area Advisor to determine location, dates, and schedule
- Work with officers to develop activities/workshops
- Acquire materials needed and sponsorships (t-shirts, lunch, etc.)

Coordinate Area VII Convention

- Along with the Area Advisor, organize, plan, and carry out everything related to the running of the program for the Area Convention
 - Work with officers to develop the convention script and program (400 copies)
 - Conduct rehearsal the day before, arrange hotels for Area Officers, and supervise them overnight.
 - Approve Area Officer retiring addresses
 - Ensure Area Convention awards and retiring officer plaques are ordered

- Communicate with Area Teacher Executive Committee and Area Coordinator regarding facility space reservation, technology needs, etc.
- Coordinate Area Convention site registration and prepare packets
- Coordinate voting delegate registration, sign-in processes, and floor seating
- Develop and print ballots for area candidate elections and talent contest
- Coordinate voting with Elections Chair during the officer election process
- Maintain Area banners, candidate picture frames, District banners, banner sign posts, and bring to convention site for use.
- Make payment for Area Convention associated costs and turn in receipts to Area Treasurer for reimbursement
- Coordinate with Area Treasurer regarding officer stipends
- Any other duties required
- Meet with incoming officers immediately following adjournment of the convention to determine Area Camp theme, t-shirts, and officer team shirt colors. Get officer contact info, shirt, and jacket sizes. Order Area Officer Jackets & Officer Shirts (2 shirts: Polo & button down) the Monday after convention to have in time for state leadership camp

Assist at State Convention

- Ensure that the Area delegate table is manned during all convention sessions when delegates are registered
- Monitor voting delegation and assist officers during delegate registration time periods as needed
- Assist Area FFA Officers during balloting processes
- Attend any meetings as called or announced
- Coordinate Area FFA Officers' attendance and participation on delegate floor during convention sessions, pre-sessions, special events, etc.

Coordinate Awards Ceremonies

- Work with Area Advisor to coordinate awards ceremonies for Area LDE & CDE contests
- Ensure Area Officers have students help pick up trash in the cafeteria during the Area LDE contest, and that the cafeteria is cleaned before Area Officers leave

Area President's Advisor – Rotates annually to whomever has the Area President Assist the Area Leadership Coordinator with the following activities during the year:

- State Leadership Camp and the Area Leadership Camp as needed
- Coordinate logistics of the Area Greenhand Camp with the Area Officer Team
- Coordinate the awards ceremonies for the Area LDE/CDE contest
- Coordinate and oversee Area Convention
- Supervise officers and delegates on the convention floor for all sessions

The Area Advisor will be responsible for coordinating the travel to National Convention

- Make sure all forms are completed with the State Office
- Determine flights for entire officer team for National Convention and notify the treasurer to purchase flights
- Track expenses paid by the area for each student, invoice officers for any payments that they need to make, and monitor their payment to the area
- Travel with the Area Officers to National Convention during years when needed
- Arrange travel to and from the airport for the officers as they arrive at convention
- Be the main "at home" contact for area officers as they arrive in Indianapolis