

OHIO FFA OFFICER CANDIDATE GUIDE



TRANSFORM
PURPOSE TO ACTION

2017

To: Potential Ohio FFA Officer Candidates

Re: Ohio FFA Officer Selection Process

Date: December 1, 2016

The process to become an officer for the Ohio FFA Association is a lengthy process. You began that process when you enrolled in your first Agriculture Education class. The experience you have gained through classroom instruction, your supervised agricultural experience program and FFA have all helped you develop the necessary skills to serve as a leader of the FFA.

The year as an Ohio FFA officer is a year of service. The decision to run for an office should not be made lightly or without a sincere commitment to serve. Ohio FFA officers have many duties that require extensive travel and numerous days away from home. While the Ohio FFA Association reimburses expenses incurred by the officers in performance of their duties, officers routinely incur personal expenses that cannot be reimbursed.

If you have the desire to serve the FFA members in Ohio and have the support of your family and FFA advisor(s), you should consider participating in the officer selection process. The officer selection process will examine the attitudes and abilities of each officer candidate and reveal which individuals have most completely developed their leadership skills.

The Procedures for the Election of State FFA Officers document is included in this guide. These procedures highlight the following components of the state FFA officer program: purpose, composition of the officer team, term of office, qualifications, application, interview process and elections. Familiarize yourself with the procedures, as there significant changes this year.

You are encouraged to review the information included in this candidate guide, learn as much as possible about what it truly means to be a state FFA officer, and practice for the interview process. Additionally, you are encouraged to attend the practice interview session on Saturday, March 11, 2017, at The Ohio State University.

Procedures for Election of State FFA Officers

Ohio FFA Association

Purpose

The Ohio FFA Association shall elect officers to provide leadership and guidance to the organization. State FFA office is a position of leadership. An officer's duties can be placed in three general categories: to motivate members to achieve their highest potential and get the greatest good from their involvement in FFA; to promote the organization and act as a goodwill ambassador for agriculture and career-technical education (specifically agricultural education); and to give direction to the work of the organization and perform all tasks necessary to execute the various programs of work in the state association.

Composition of the Officer Team

The elected officers of the Ohio FFA Association shall consist of president, 1st vice president, secretary, treasurer, reporter, sentinel, and 5 vice presidents at large.

Term of Office

Ohio FFA officers shall serve for a term of one year, and shall not be re-elected, nor eligible for election to another state office, with the exception of seeking nomination for state president. In the event a state convention is not held in any given year, the Ohio FFA Board of Trustees shall make provisions for the appointment of Ohio FFA officers for the next succeeding year.

Qualifications

Each candidate must be a member in good standing, hold the State FFA Degree, and be a junior, senior or first-year graduate by the closing of the state convention at which he or she is elected.

Application

Candidates must submit a written application, as well as an advisor recommendation form, by the given deadline. Advisors may not recommend more than two candidates from the same chapter. In the event a chapter has a current state officer seeking the presidency, the advisor may still recommend two additional candidates from that chapter.

Interview Process

Candidates will rotate through a multi-phased interview and be scored by a nominating committee. Interview rounds may include but are not limited to a general interview, an impromptu scenario, an extemporaneous speech, a "Why I Desire to Serve" interview, a writing exercise, and a written exam. Candidates must reach a minimum score to be considered for state office. The top ten scoring candidates (excluding presidential candidates) will be placed on the ballot as follows: two candidates for 1st vice president, two candidates for secretary, two candidates for treasurer, two candidates for reporter and two candidates for sentinel.

Elections

Candidates will be given equal opportunity to prepare and present remarks to the delegates at the Ohio FFA Convention. Following the remarks, the candidates will be voted upon. No nominations will be taken from the delegate floor. The candidate receiving a majority of the votes for each office shall be elected to the position. The candidate not receiving the majority vote will automatically become one of the 5 vice presidents at large.

Components of the 2017 Interview Process

General Interview

The General Interview consists of a 4-6 minute interview with a committee of four to six judges. The candidate may be allowed a few introductory remarks, but the majority of the interview is spent with the committee asking questions surrounding the candidate's SAE, FFA experiences, leadership activities and other pertinent Agricultural Education and FFA activities. *The General Interview is worth 100 points.*

Extemporaneous Practicum

The Extemporaneous Practicum consists of a 4-6 minute interview with a committee of four to six judges. The candidate will present an extemporaneous speech; it will be modeled from similar speaking situations Ohio FFA officers would likely encounter during their year of service. *The Extemporaneous Practicum is worth 100 points.*

Scenario Interview

The Scenario Interview consists of a 4-6 minute interview with a committee of four to six judges. The candidate will respond to an impromptu situation they might experience as an Ohio FFA officer. The candidate will not be informed in advance of the specific scenario they will face. (Examples include: 1) Conversation with a teacher that is having problems recruiting students; 2) Conversation with an administrator that doesn't allow travel to FFA Activities; 3) Conversation with a community leader in an attempt to start an FFA Alumni Chapter; 4) Conversation with a state official about Agricultural Education and the FFA; 5) Conversation with a business and industry member or FFA sponsor.) *The Scenario Interview is worth 100 points.*

Why I Want To Be An Ohio FFA Officer

This section consists of a 4-6 minute interview with a panel of four to six judges. The candidate will present the portion of their application entitled "Why I Want To Be An Ohio FFA Officer." This is scored as a presentation but not as a prepared presentation; therefore, the presentation does not need to be memorized or presented as a prepared public speech. After the candidate has made their presentation, the committee will be asked questions until time expires. *This portion of the interview is worth 100 points.*

Writing Exercise

Each candidate must bring with them to the interviews two different typed letters of thanks to an Ohio FFA sponsor of their choice. Sponsor information (name, address, sponsorship, etc) must be secured from the Ohio FFA Foundation's website. The letters should follow proper formatting regulations, and be placed in an unsealed, stamped, properly addressed envelope. *The Writing Exercise is worth 100 points.*

Written Test

The Written Test consists of 100 multiple-choice questions and will focus on all aspects of the Agricultural Education program. Approximately 50% of the questions will be about FFA and parliamentary procedure. The other 50% of the questions will be about the agricultural education/Supervised Agricultural Experience Programs, and agricultural industry. Candidates are encouraged to review the previous tests available on the Ohio FFA Website as a study resource. *The Written Test is worth 100 points.*

Preparing for the Selection Process

How to prepare for the Ohio FFA officer selection process is an individual journey and will vary with each candidate. Some will prepare in isolation while others will engage others to help prepare. Some will have seemingly countless practice interviews while others will have very few.

The greatest key in a successful journey of preparing yourself for the Ohio FFA officer selection process is knowing the beginning and the end points. If you have an understanding of who you are (knowledge, skills, attitude and talents) and what is expected of and looked for in Ohio FFA officer candidates, then you can map your own plan for the preparation journey. This section will describe what knowledge and skill level is expected in a newly elected Ohio FFA officer, so you can begin mapping your preparation strategy.

What You Should Know

With all the roles that an Ohio FFA officer must fulfill, it is imperative that officers enter their term with a high level of understanding of agricultural education, supervised agriculture experience, FFA and the agriculture industry. This section will describe what each candidate should ideally possess before the selection process begins. While it is not mandatory that candidate review the following information, past practice indicates that candidates who possess a great knowledge of Agricultural Education and the FFA, do better in the interview process.

Fundamentals To Know About The FFA

The following is a minimum of what each candidate should know about FFA.

1. What is the place of FFA within the program of agricultural education?
2. Why was the FFA organized?
3. What are some unique features of the FFA?
4. What is the FFA mission statement?
5. What is the FFA vision statement?
6. If a sponsor to the FFA who was also a supporter of the 4-H asks you "*What is the difference between the FFA and the 4-H,*" how would you respond?
7. Relative to the leadership of the FFA, know the following:
 - a. Who are the State FFA Advisor and the Executive Secretary?
 - b. What is the board of trustees?
 - c. Who is on the FFA Board of Trustees?
 - d. Who are the current Ohio FFA Officers?
 - e. Who are the current National FFA Officers?
 - f. Who makes up the current National FFA leadership?
8. What is the relationship of the Ohio FFA Association to the Ohio Department of Education (ODE)? Explain.
9. It is essential that you have a thorough knowledge of the following:
 - a. The history of the FFA.
 - b. The history and current state of career-technical education.
 - c. The purposes of the FFA.
 - d. How the organization operates.
 - e. A program of activities and how it is developed.
 - f. The essentials of good officer training on the local level.
 - g. FFA's portfolio of programs, products and services for members and teachers.
 - h. Parliamentary Procedure.
 - i. National FFA Week and other public relations and brand awareness efforts.
 - j. Middle school programs and opportunities in FFA.

Fundamentals To Know About The Ohio FFA Foundation

The Ohio FFA Foundation greatly benefits FFA members. The following is the minimum that a candidate should know about the National FFA Foundation.

1. When was the Ohio FFA Foundation, Inc., organized?
2. What are the purposes of the Foundation?
3. How is the Foundation administered?
4. How is the Foundation financed?
5. Regarding the Sponsors' Board:
 - a. Who serves on it?
 - b. What is its function?
6. The Ohio FFA Foundation sponsors numerous programs for FFA. Where can the information be found on who sponsors the different programs?
7. What would you, as an Ohio FFA officer, do to increase the understanding of the Foundation by local FFA members?
8. How would you increase the number of FFA award winners who would take the time to write thank you letters to sponsors?
9. If you had **three minutes** to explain the importance of FFA to a corporate president, what would you say?

Fundamentals To Know About the FFA Alumni Association

The FFA Alumni Association is a membership group of former members and others interested in supporting the agricultural education program and the FFA.

1. When was the Ohio FFA Alumni Association established?
2. What is the vision and mission of the Ohio FFA Alumni Association?
3. What is the relationship of the Ohio FFA Alumni Association to the National FFA Organization?
4. How is the Ohio FFA Alumni Association financed?
5. What are the three types of National FFA Alumni membership?
6. What are some major Ohio Alumni activities?
7. How do you organize or charter a local Alumni affiliate?
8. Does a member of a local FFA Alumni affiliate have to be a member of the state and national?
9. Do you have to be a former FFA member to be a member of the Alumni?

Agricultural Education Knowledge

Agricultural Education provides students with many ways to learn more about agriculture as well as opportunities for self-improvement. The teacher of agriculture uses a shop to teach agricultural mechanics; he/she also uses the FFA as a "teaching tool" to teach leadership and to motivate students to set high goals and work to achieve them. With this comes pride and recognition for a "job well done." The following is a minimum of what a candidate should know and be able to discuss.

1. The Smith-Hughes Act and its role in establishing agricultural education in the public schools.
2. The problem-solving approach to teaching and its influence on agricultural education, SAE & FFA.
3. The evolution of the local agriculture program — from single-teacher, rural only to multiple types of locations and staffing patterns; from content focused only on production agriculture to today's programs of multiple career clusters being provided.
4. The history of Supervised Agriculture Experience (SAE) and its role in the local instructional program.
5. What are OAAE and OACTE? How does each of these organizations influence the direction of agricultural education? Who are the current leaders of each organization?
6. The role of advisory committees, other school administration & staff, local FFA Alumni members and sponsors in the local program.
7. What efforts are being done to recruit and retain agriculture teachers?
8. Understanding of current research findings in agricultural education.
 - Current student enrollment trends in agriculture.
 - Supply and demand of agriculture teachers.
 - Percentage of agriculture students with SAEs.

Agriculture Knowledge

Candidates should possess the following:

1. Understanding of basic agriculture-related statistics (The American Farm Bureau Federation's *Farm Facts* will serve as the base reference).
2. Understanding of the major components (titles) of the current farm bill.
3. Understanding of the major issues being faced by the American agriculture industry.
4. Understanding of the influence of global agricultural trade on U.S. agriculture.
5. Understanding of the impact of production agriculture on the environment (conservation, nutrient management, pesticides, etc.).
6. Understanding of the influence of biotechnology on food production and processing.
7. Understanding of the emerging trends in production agriculture practices (no-till & minimum till, organic farming, sustainable agriculture including rotational grazing, etc.).
8. Understanding of the current trends and issues in food processing and food safety (value added such as meal kits, unique packaging, irradiation of meat, etc.).
9. Awareness of trends in the major food & fiber commodities produced in the United States.
10. Understanding of major consumer misconceptions and the importance of the consumer.
11. Knowledge of the top leaders in the American agriculture industry.

Practice Scenarios

Many candidates will prepare for the selection process by envisioning and even role-playing various scenarios they may encounter as an Ohio FFA officer. This technique allows you to practice the knowledge and skills you have been gaining during your preparation process. To assist you in this technique, the following are questions asked or problems encountered by Ohio FFA officers:

1. How can chapter officers develop more enthusiasm and interest among fellow chapter members?
2. Where and how should beginning members start their participation in the FFA?
3. How can a member develop self-confidence?
4. How can membership be increased in a chapter?
5. Our chapter is located in an urban area. What can be done about SAE programs and equal opportunities for attaining awards?
6. A member has just graduated from high school and suddenly realized the importance of leadership training. What can be done since the member will have fewer contacts with the FFA?
7. What advice would you give a Greenhand who wants to become a national officer?
8. What activities do national officers participate in during their term of office?
9. Why should a member continue in the FFA after graduation from high school?
10. How can a member become a good state officer candidate?
11. How did you get your start in the FFA and eventually become a national officer candidate?
12. Explain your SAE program and how you began it. How does your SAE relate to your future career goals?
13. What are chapters doing for fund raising activities?
14. How is the FFA financed (national and state level)?
15. How have you benefited from serving the organization as an officer?
16. A member's parents do not want their son/daughter to farm or to enter into an agricultural career, but the student does. What advice do you give?
17. What should an officer, or member, do when they see an FFA member smoking in public while wearing the FFA jacket? When the jacket is improperly worn?
18. What are the characteristics of a good FFA officer? A good member?
19. Who can be an alumni member and what can they do for FFA?
20. What should you do after receiving a FFA Foundation-sponsored award?
21. How do chapter members get their advisor to utilize all the opportunities provided by the FFA?
22. Our teacher of agriculture does not want to do or go to any FFA activities. What can we do to get him/her to do more?
23. How does a member qualify for the State and National FFA Band, Chorus, Talent Show, Courtesy Corps, or other activities at the State and National FFA Convention?
24. What do chapters do that have the most successful chapter banquets?

25. A member has just been defeated in running for state office; what advice would you give him/her?
26. With the number of farms decreasing, why should agricultural education and FFA be offered in our local schools.
27. How would you describe the future of the agriculture industry? Of Agricultural Education? Of FFA?
28. Does every student need to have an SAE? Why?
29. A freshman student sees no benefit from joining FFA.
30. Should home-schooled students be allowed to join the FFA?

Know Yourself

As stated at the start of this section, the greatest key in a successful journey of preparing yourself for the Ohio FFA officer selection process is knowing the beginning and the end points. The previous parts of this section (as well as the remainder of this handbook) have tried to illustrate the end point — what an Ohio FFA officer needs to know and do to be successful. The beginning point is for you to determine. While many feel they know who they are, it doesn't hurt to become even better acquainted with yourself. Can you answer all these questions?

- What is the first impression you make when you meet someone?
- What are your beliefs? Can you convey them without offending others of different beliefs?
- Can you write a letter or email that will influence the reader?
- How are your individual speaking skills? Are you direct? Warm & friendly? Humorous?
- Can you effectively relate your knowledge, skills and experiences to the topic being discussed?
- What are your skills in speaking to groups?
- How are your interviewing skills with various media?
- How well do you work in a team situation?
- Can you team-teach with someone or do you take turns?
- Can you accept and grow from criticism?
- Do you work better with students or with adults?
- Can you present a point persuasively?
- Can you listen to and understand points made by another speaker?
- What are your best talents and how do you use and grow them everyday?
- How well can you complete a behavior interview process?

The time to discover your abilities is not during the selection process. Spend time getting to know you better. Enlist the aid and support of others on this journey.

Ohio FFA Officer Commitment Form

The following form is included as part of the application and requires a signature upon applying for a state FFA office. However, it is important to be aware of this commitment form when making your decision to seek a state leadership role in the FFA. As you evaluate this commitment form, be aware that each state officer is expected to adhere to the ideals outlined below.

1. Be dedicated and committed to the total program of Agricultural Education and the FFA.
2. Be willing to commit the entire year to Ohio FFA officer activities and consider FFA officer activities to be my primary responsibility
3. Be willing and able to travel in serving the Ohio FFA Association using my personal automobile.
4. Be knowledgeable of current events in agriculture, education in agriculture and of FFA.
5. Through preparation and practice, develop myself into an effective public speaker and presenter.
6. Project a desirable image of FFA at all times.
7. Regularly, and on time, write all letters, thank-you notes, e-mails and other correspondence that are necessary and desirable.
8. Strive to improve my ability to carry on meaningful and enjoyable conversations with all individuals.
9. Accept and search out constructive criticism and evaluation of my total performance.
10. Maintain and protect my health and abstain from any and all use and/or consumption of alcohol, tobacco and illegal substances at all times during my year of service to the FFA.
11. Treat all FFA members equally by not favoring one over another.
12. Conduct myself in a manner that commands respect without any display of superiority.
13. Maintain my dignity while being personable, concerned and interested in contacts with others.
14. Avoid places or activities that in any way would raise questions as to one's moral character or conduct – be beyond reproach.
15. Use wholesome and appropriate language in all speeches and informal conversations.
16. Maintain proper dress and good grooming for all occasions.
17. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults.
18. Work cooperatively with other officers of the Ohio FFA Association; always maintaining a cooperative attitude.
19. Be willing to take and follow instructions as directed by those responsible for Ohio FFA officers and state and local FFA programs.