



Chapter Officer Training Guide for Advisors

Traditional FFA Officer Team Development

This guide is designed to help agricultural educators train and support chapter officers in the successful execution of their leadership roles. Strong officer teams create organized, student-led chapters that positively impact members, schools, and communities.

The traditional officer team includes:

- President
- Vice President
- Secretary
- Treasurer
- Reporter
- Sentinel

This guide aligns with the expectations and leadership principles of the National and Indiana FFA Organization while allowing flexibility for local chapter needs.

Purpose of Officer Training

Officer training should:

- Develop student leadership skills
- Build teamwork and communication
- Clarify officer responsibilities
- Establish chapter expectations and goals
- Prepare officers to lead meetings and activities
- Strengthen professionalism and accountability

Effective officer teams are:

- Student-led
- Organized
- Prepared
- Communicative
- Service-oriented
- Suggested Officer Training Timeline
- Initial Officer Retreat or Training

Recommended length:

- Half day
- Full day
- Overnight retreat

Suggested timing:

- Immediately after elections

- Late spring or summer
- Before school starts

Core Officer Training Topics

UNDERSTANDING FFA STRUCTURE

Review:

- Local chapter structure
- District organization
- State association
- National organization

Topics:

- FFA Mission
- Official FFA Colors
- FFA Motto
- Code of Ethics
- Official Dress
- Parliamentary Procedure basics

TEAM BUILDING

Activities should focus on:

- Communication
- Trust
- Collaboration
- Conflict resolution
- Leadership styles

Ideas:

- Problem-solving challenges
- Escape rooms
- Personality assessments
- Goal-setting activities
- Service projects

GOAL SETTING AND PROGRAM OF ACTIVITIES

Officer teams should:

- Establish chapter goals
- Review previous chapter successes
- Identify areas for improvement
- Create measurable action items

Suggested categories:

- Student development
- Chapter development
- Community development

MEETING MANAGEMENT

Train officers on:

- Agenda preparation
- Running efficient meetings
- Parliamentary procedure
- Member engagement
- Time management

Practice:

- Opening/closing ceremonies
- Conducting votes
- Committee reports
- Discussion facilitation

Traditional Officer Responsibilities

PRESIDENT

Primary Role

The president serves as the chief student leader of the chapter.

Key Responsibilities

- Preside over meetings
- Coordinate officer team efforts
- Appoint committees
- Maintain chapter focus and morale
- Work closely with advisors
- Represent the chapter publicly

Advisor Training Focus

Teach the president to:

- Lead discussions effectively
- Delegate responsibilities
- Communicate professionally
- Stay organized
- Encourage all officers and members

Suggested Skills Practice

- Public speaking
- Agenda planning
- Conflict management
- Leadership presence

VICE PRESIDENT

Primary Role

The vice president supports the president and oversees committee work.

Key Responsibilities

- Assume duties of the president when needed
- Coordinate committee activities
- Monitor chapter progress
- Assist with meetings and events

Advisor Training Focus

Teach the vice president to:

- Follow up with committees
- Track project completion
- Support team communication
- Help maintain accountability

Suggested Skills Practice

- Committee management
- Organization systems
- Event coordination
- Delegation strategies

SECRETARY

Primary Role

The secretary manages chapter records and official communication.

Key Responsibilities

- Prepare meeting minutes
- Maintain attendance records
- Handle chapter correspondence
- Organize chapter documents
- Assist with reports and applications

Advisor Training Focus

Teach the secretary to:

- Write professional minutes
- Maintain organized records
- Communicate clearly
- Meet deadlines

Suggested Skills Practice

- Email etiquette
- Note-taking
- Document organization
- Record management

TREASURER

Primary Role

The treasurer manages chapter finances responsibly.

Key Responsibilities

- Keep accurate financial records
- Track income and expenses
- Present financial reports
- Assist with fundraising oversight
- Help develop budgets

Advisor Training Focus

Teach the treasurer to:

- Understand financial accountability
- Maintain transparency
- Organize receipts and reports
- Follow school financial procedures

Suggested Skills Practice

- Budget planning
- Financial reporting
- Spreadsheet basics
- Fundraiser tracking

REPORTER

Primary Role

The reporter promotes chapter activities and tells the chapter story.

Key Responsibilities

- Manage chapter publicity
- Share chapter news
- Assist with social media
- Take photos and collect highlights
- Submit articles and announcements

Advisor Training Focus

Teach the reporter to:

- Create engaging content
- Maintain professionalism online
- Tell authentic stories
- Promote events effectively

Suggested Skills Practice

- Photography
- Caption writing
- Graphic design basics
- Interviewing members

SENTINEL

Primary Role

The sentinel helps maintain a welcoming and organized environment.

Key Responsibilities

- Prepare meeting rooms
- Welcome guests and members
- Assist with chapter logistics
- Support officer team morale
- Help maintain order during meetings

Advisor Training Focus

Teach the sentinel to:

- Be proactive
- Focus on hospitality
- Anticipate needs
- Support chapter culture

Suggested Skills Practice

- Event setup
- Hospitality
- Team support
- Member engagement

Officer Expectations

Advisors should clearly establish expectations related to:

- Attendance
- Professionalism
- Communication
- Academic eligibility
- Conduct
- Participation

Consider creating:

- Officer contracts
- Team norms
- Communication guidelines
- Shared calendars
- Suggested Officer Team Meetings

Hold regular officer meetings:

- Weekly
- Bi-weekly
- Monthly

Agenda suggestions:

- Upcoming events
- Committee updates
- Member engagement
- Financial review
- Social media and publicity
- Goal progress
- Challenges and solutions

Officer Growth Opportunities

Encourage officers to participate in:

- District leadership events
- State leadership conferences
- Workshops
- Public speaking opportunities
- Community service
- Advocacy activities

Advisor Tips for Success

- Empower Students
 - Allow officers to lead whenever possible.
- Provide Structure
 - Students thrive with clear expectations and systems.
- Coach, Don't Control
 - Guide students through challenges instead of solving every problem.
- Celebrate Wins
 - Recognize both large and small successes.
- Build Team Culture
 - Strong relationships improve leadership effectiveness.

An effective officer team does more than run meetings. Officers shape chapter culture, create opportunities for members, and serve as role models within agricultural education programs. When advisors intentionally train and support officers, students gain leadership skills that extend far beyond the FFA jacket.