**Specific Duties for Each Office:**

**President**

* President 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 Program of Activities with Advisors.
* Represent the chapter in public relations and official functions.

**Vice President**

* Assume all duties of the president if necessary.
* Develop the Program of Activities and serve as an ex-officio (non-voting) member of the POA committees.
* Coordinate all committee work.
* Work closely with the president and advisors to assess progress toward meeting chapter goals.
* Establish and maintain a chapter resource file.
* Oversees the FFA Web Page with Reporter and Historian.

**Secretary**

* Prepare and post the agenda for each chapter meeting.
* Prepare and present the minutes of each chapter meeting.
* Place all committee reports in the designated area in the Official FFA Chapter Secretary's Book.
* Be responsible for chapter correspondence.
* Maintain member attendance and activity records.
* Assists the Reporter to keep the Program of Activities wall chart up-to-date.
* Have on hand for each meeting:

a) Official FFA Chapter Secretary's Book including minutes of the previous meeting.

b) Copy of the Program of Activities including all standing and special committees.

           c) Official FFA Manual and Student Handbook.

           d) Copies of the chapter constitution and bylaws.

**Treasurer**

* Receive, record and deposit FFA funds and issue receipts.
* Present monthly treasurer's reports at chapter meetings and files with secretary.
* Maintain a neat and accurate Official FFA Chapter Treasurer's Book.
* Serve as chairperson of the earnings and savings committee.

**Reporter**

* Send articles to school publication of chapter events.
* Submits announcements to school secretary.
* Maintain Chapter Website on Texas FFA.
* Maintains the FFA Chapter Calendar on AET with the Secretary.

**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.
* Assist with special features and refreshments.

**Student Advisor**

* + Supervise chapter activities year-round.
	+ Inform prospective students and parents about the 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 contests and awards 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.