

Michigan FFA State Officer Candidate Application Process

READ THIS ENTIRE PAGE FIRST!!

A chapter may recommend TWO candidates for state FFA office. The candidate must be an active member in good standing, have or be receiving the State FFA Degree, and meet the requirements for active membership during the time he or she serves as a state officer. This means the candidate must run for state office no later than the 2nd state convention following graduation from high school. Active membership terminates on November 30, following the 4th national convention after graduating from high school.

The calendar and both pages of the code of conduct must be printed, signed and included with the state officer application from AET. You must also have a letter of recommendation from your advisor. Once all of the above is completed everything should be mailed to the Michigan FFA Association office.

The state officer application is to be filled out and printed from AET.
<https://www.theaet.com/login>

State FFA Officer Interview Reminders

Candidates who move beyond the regional level must be present at the State FFA Officer Interviews.

Candidates must be present for the entire interview process.

Once elected, the new state officers must remain for a brief meeting following the conclusion of the convention.

Michigan FFA Association
480 Wilson Road, Rm 108
Michigan State University
East Lansing, MI 48824

Updated November 2018

Michigan FFA State Officer Mandatory Events for 2019-2020

(These dates subject to change)

February-2019

15-17 State Officer Interviews-State Level

March

6-8 State FFA Convention (Wednesday-Friday)

April

5-7 State Officer Base Camp

12 State FFA Career Development Events (Ag Skills Contests)-MSU

June

17-19 State Officer Checkpoint

July

21-25 Leadership Delegate Conference (President and VP)

29-30 Preparation at MSU for SLCCO

31-8/1 State Leadership Conference for Chapter and Regional Officer:

August

TBA Foundation Goodwill Tour

September

19 FFA Board of Directors Meeting

October

21-22 Fall Leadership Conference

27-11/2 National FFA Convention-Indianapolis, Indiana

November

6-8 Contest Date for Broilers -- Munsell's Poultry Processing

December

5 FFA Board of Directors Meeting

January-2020

8-11 Regional Update

20 State Convention Practice

29-30 District Leadership Contests

February

6 State Officer Interviews-Regional Level

12-13 Regional Leadership Contest

14-16 State Officer Interviews-State Level

28-29 State Convention Practice

March

1-3 State Convention Practice

4-6 State FFA Convention

19 FFA Board of Directors Meeting

April

17 State FFA Career Development Events (Ag Skills Contests)-MSU

30 FFA Board of Directors Meeting

Signature: _____

Other activities as required by the State FFA Association Office which include but are not limited to

- Officers are expected to attend monthly executive meetings.
- Officers are expected to work in the FFA office a minimum of four hours per week during the school year.
- Officers are expected to attend chapter visits as requested, including but not limited to chapter banquets in April, May and June

Name: _____

Michigan FFA State Officer Commitment Form

Being elected to Michigan FFA State office is making a commitment to service that is unique to most student organizations. In addition to serving and representing more than 5,000 FFA members, you will represent the image and direction of the Michigan FFA Association to teachers, state staff, teacher educators, agriculture industry executives, government leaders, the media and the general public. You will also be a teammate to 11 other officers.

There are 4 keys to performing the position of Michigan FFA State Office successfully. Those who commit their time, energies and passions towards learning, living and modeling these 4 keys of success will not only successfully complete their term of service, they will move towards excellence. The following is a summary of each key to a successful Michigan FFA state officer with already established procedures that help achieve each key to success. The primary purpose of this text is to convey the intent and spirit of each key. The newly elected officer team will develop additional procedures for each of these keys to success with their teammates and supervisor during their training period.

The Michigan FFA Association believes deeply in the following policies and guidelines for state officers, from the day the officer is elected until June 30 of the following year after their election. This is interpreted by the Michigan FFA Association to mean 24 hours a day, seven (7) days a week. Thus, failure to adhere to any of the following policies can result in an officer's immediate dismissal from their duties and responsibilities as a Michigan State FFA Officer.

Four Keys For Success as a Michigan State Officer

1. "PRESERVE THE IMAGE"

Michigan FFA State Officers are committed to upholding a positive and professional image during their entire year of service. This includes communicating and representing the Michigan FFA Association appropriately 24 hours a day, 7 days a week during his or her time as an officer. To fulfill this role, an officer should strive to project a professional image, proper etiquette, positive media interaction and promote diversity.

- Michigan FFA State Officers will forego all alcohol, tobacco and illegal substances at all times from the day the officer is selected until June 30th of the following year after their election. The Michigan FFA Association maintains a zero-tolerance policy on the use of these substances and not adhering to this policy will result in removal from office.
- Attend all required meetings, activities and events as required by the Executive Secretary, State FFA Advisor and/or Michigan FFA Board of Directors throughout their year of service. In the event an officer is not able to attend a required function due to an emergency or a legitimate, worthwhile conflict as agreed upon by the state officer team and state staff, he or she has the sole responsibility of contacting the appropriate state staff personnel to receive approval for his or her absence prior to missing the function.
- Avoid inappropriate relationships or contact with other FFA members—including other current state officers or minors within the organization without parental approval.
- Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
- Use wholesome and appropriate language in all speeches and informal conversations.

Failure to adhere to the above policies can lead to immediate dismissal from your state officer position and responsibilities.

The remaining 3 keys are guidelines for all officers and failure to adhere could warrant limitations being set on your role as a Michigan FFA state officer and/or the possible removal from office.

2. "Balancing Act"

Michigan FFA State Officers must also include personal health, wellness and stress management as one of their keys to success. A lack of commitment to this will not position him or herself to fully serving the members and the Michigan FFA Association. Included in this key commitment are flexibility/ adaptability, personal reflection and growth, maintaining your relationships with family and friends, keeping a realistic view of self and preparing to transition back after your year of service.

- Maintain and protect my health.
- Maintain "above average" scholastic standings and responsibilities (minimum 2.5/4.0 G.P.A).
- Regularly, and on time, write all letters, thank-you notes, e-mails and other correspondence, which are necessary and desirable.
- Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.

Initials of Candidate

Name: _____

Michigan FFA State Officer Commitment Form

3. "GROWING FOR SERVICE"

The training and experiences in this key center around life-and time-management. An officer should excel in these areas, so that they will be better able to give their full concentration and focus to the present. This includes:

- Logistics Management (use of computer and technology, appropriate management of travel, appropriate use of MSU vehicles, completing vouchers properly and submitting on time and excellent communication with teammates and state staff).
- Meeting Management (creating and following agendas and required reports, consensus building, bringing people back to task and keeping focus).
- Life Management (prioritizing, meeting deadlines and timeliness).
- Financial Management (maintaining your personal finances, understanding and following program budgets).
- Focus (listening and bridging - connecting conversation topics to FFA key messages/programs).
- Team (understanding roles on team, following the team code of ethics, following the team mission and following the team vision).
- Be willing to commit the entire year to Michigan FFA officer activities.
- Be willing and able to travel in serving the Michigan FFA Association.
- Consider FFA officer activities to be my primary responsibility.

4. "PAY IT FORWARD"

Service is an important component to an officer's year. The training and experiences in this key will help make service more realistic to the officers, and will help them approach their year of service with a plan. This includes focusing on the future value of your current work (Executive Board work, business and industry contacts, chapter visits, regional camps, banquet speeches, etc.), building strategic relationships/partnerships, interacting respectfully with others, conducting workshops in an engaging manner including addressing the needs of participants; and providing leadership that will empower others.

- Strive to improve my ability to carry on meaningful and enjoyable interactions with individuals of all ages and walks of life.
- Exercise the same amount of professionalism to all FFA members; that is treating members equally and without favoritism.
- Conduct myself in a manner that commands respect without any display of superiority.
- Evaluate, periodically, my character and attitudes making every effort to improve myself.
- Work in harmony with fellow Michigan FFA state officers, and engage in conversations and interactions that are not detrimental to others.
- Represent the Michigan FFA Association with pride, exemplary behavior and an enthusiastic and positive attitude.
- Communicate FFA's brand, vision and strategic plan to others as well as communicating key organizational messages (agricultural education, SAE, FFA, youth issues, and agriculture).

I have read, studied and understand the intent and spirit of the 4 keys to Michigan FFA state officer success. If elected to office, I will commit to learning and modeling the 4 keys of success and the team's operating policies and procedures that implement the 4 keys. I understand that failure to do so may result in limitations being set on my role as a Michigan FFA state officer and/or the possible removal from office by the Michigan FFA Executive Secretary and State FFA Advisor or the Michigan FFA Board of Directors.

I understand that the FFA jacket(s) provided to me by the Michigan FFA Association are the property of the Michigan FFA Association and if at any time during my year of service I am suspended, asked to resign, removed from office or tender my resignation, I will immediately return my jacket(s) to the Michigan FFA Association. I also understand that if I complete my full term of office the FFA jacket(s) provided to me by the Michigan FFA Association will become my property.

Signature of Candidate Date

Signature(s) of Parent(s) of Candidate Date

Signature of Chapter FFA Advisor Date

Signature of Executive Secretary Date