

# FFFA



## State Officer Candidate School Handbook

The Delaware FFA Association makes a positive difference in the lives of over 4,000 students by developing their potential for ***premier leadership, personal growth and career success*** through agricultural education.

## **2022-2023 State Officer Team**

State President- Bryce Banks  
State Vice President- Trinity Ranshaw  
State Secretary- Noah Dixon  
State Treasurer- Emma Stallings  
State Reporter- Kaylee Wagner  
State Sentinel- Hannah Haigh

### **State Staff**

State Advisor- Dr. Bart Gill  
State Executive Secretary- Mrs. Amanda Powell



## **PREFACE**

The SOCS manual was created to increase the level of understanding of what the duties, responsibilities and commitments of the Delaware FFA State Officers are. We hope that over time, as awareness increases, the talent level and preparedness of officer candidates will also increase. We hope that you can use this manual as a resource to help you on your journey as a State Officer Candidate and possibly as a future State Officer. SOCS was designed to help you find out:

- What it takes to be a State FFA Officer
- Whether or not being a State Officer is for you
- What skills, qualities, attitudes, and traits a state officer needs
- How to develop those needed skills, qualities, attitudes and traits

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# What is a State Officer?

The primary mission of a State Officer is to provide leadership to the members of the Delaware FFA Association and aid in conducting various state activities and events. State Officers also provide leadership necessary to promote agricultural education and the FFA to students. This leadership is evidenced by on-site workshops in leadership development for the local membership and representation of Delaware FFA at National and State level gatherings/conventions. Further, the state officers serve as representatives of the organization to business and industry leaders. They are to work as spokespersons for not only the FFA and agricultural education, but also the agriculture industry as a whole.

State Officer Candidates MUST be eligible for the State FFA Degree by or at the Convention in which they are running. State Officer Candidates MUST be at least a high school senior at the convention they are running for office. They must be a current dues paying members of a local Delaware FFA Chapter. A member cannot serve more than two terms as a State Officer within the Delaware FFA Association. Any officer not completing one full year of service is ineligible to run again.

Up to six officers may be elected at the FFA Convention who shall serve through the completion of the following convention. The offices elected could include:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Reporter
6. Sentinel

All Officers must be interviewed by the State FFA Nominating Committee during the week of State Convention in order to qualify as a State Officer Candidate. A Nominating committee, consisting of one member from each FFA chapter in the state shall study and review the qualifications of all members under consideration for state office. This committee shall report to the convention delegates, during the State Convention, their list of nominees for office. Election of officers shall require a mandatory vote of all delegates present at the convention.

# RESPONSIBILITIES

## 10. Develop Personal Skills

State officers help members develop their potential, but a state officer must continue to develop his or her potential even *after* they are elected.

## 9. Team Building

Each officer will bring different but important talents to the team. The challenge is identifying and *using everyone's* talents, regardless of any personal flaws.

## 8. Fundraising for the Members

The Delaware FFA Foundation does a great job at raising the funds but sometimes they can use a few extra hands at different events.

## 7. Strong Public Relations

Besides promoting FFA through your daily activities with chapters, there are special events with other organizations which you will attend. These may include trade shows, agricultural and/or business meetings, and much more.

## 6. National Convention

State FFA Officers make up the voting delegate body and active committees at National FFA Convention. They discuss and vote on issues which are sent to the National Board for approval and then implemented by the National Staff.

## 5. State Officer Meetings

The State Officer Team meets once a month to review past events and prepare for future events. These meetings are **mandatory**.

## 4. State Conferences & Events

State Fair, COLT, Vision, Discovery, and State Convention do not just suddenly happen. Brainstorming begins in March when officers are elected and planning goes on all year.

## 3. Chapter Banquets and Special Events

Throughout the year many chapters request state officers to take part in their special events. From banquets to pig roasts to Ag Olympics, be prepared to go anywhere, participate and HAVE FUN!!

## 2. Chapter Visits

One of the most effective endeavors a state officer can be a part of is to meet the members "on their own turf", in their own classrooms. Chapter visits give the members a chance to meet the state officers in a more personal setting and present leadership workshops.

## 1. Make a Positive Difference...

Above all, the main responsibility of a state officer is, in everything and at all time, *in and out of the jacket*, to be available at all times to "make a positive difference in the lives of students." Their year is not to be focused on personal gain (although it will come), but focused on recognizing and developing the potential of students by introducing them to the opportunities in the FFA and making those FFA opportunities and experiences the best they can possibly be. **Remember**, state officers exist to serve the members!

## WHAT YOU WILL NEED

The short list of what you need (material and non-material)

- You must qualify for your State FFA Degree
- Ability to devote many hours to FFA
  - Flexible work schedule
  - College Classes: recommended 12 credit hours per semester
- Dependable car/ transportation
- Willingness to work **HARD** and **SERVE** the members
- Commitment
- Good Attitudes!
  - Cooperate with other teammates
  - Your attitude is contagious!
- Knowledge about FFA and Agriculture
- A **LOVE** for **FFA** and its members

## HOW TO PREPARE

- **Study**
  - In the areas where you are weak
  - The habits and attitudes of successful people you meet
  - The history of the FFA at the National, State and Local levels
  - Areas in agriculture
- **Participate**
  - In activities outside of FFA to become a well-rounded individual
  - Any and all FFA activities possible
- **Save**
  - You will be reimbursed for some expenses, however it is wise to have savings to fall back on before you receive your reimbursement check
- **Be Yourself!**
  - Know yourself and who you are, don't worry about the rest. You do not have to be good at everything; it's about using your talents to make a positive difference! Be authentic and be open-minded when interacting with other candidates.

- **“DON'T PREPARE TO RUN FOR A STATE OFFICE - PREPARE TO *BE* A STATE OFFICER.”**

– D. Joe Caffee, 1995-96 National Vice President FFA

# Top 10 Preparation List

## 10. Savings

State officers are reimbursed for things they use "on the job," but they need to have something to start with. Just like being in high school or college, you will have a limited amount of time to have a job, yet the personal expenses don't stop. (i.e. holidays, entertainment, clothing, food, etc.)

## 9. Needed Belongings

There are many items which could be very helpful if you are elected. However, they are in no way required to be elected. It will be recommended that you have the following if you are elected: ATM card or credit card, wardrobe, dependable car, a computer, a Bluetooth speaker, access to email/internet and a cell phone.

## 8. Separation

As a state officer, you must be willing to put the good of the Delaware FFA Association above what you would prefer for your chapter or county – you must separate yourself from your chapter. Now, your chapter should not be forgotten all together, but your focus should be moved to the bigger picture. It is not an option to mingle with ONLY your old chapter at conferences. Activities must be planned with the good of all members in mind. When the state officer team votes it must be focused on the state, not only your chapter. When a chapter activity that you would like to attend conflicts with the state officer needs, guess which has to fall to second priority...you get the idea.

## 7. Skills

There are numerous skills and talents which you can work to develop that will make you a far more effective state officer and will be very useful in other areas of life as well: patience, communication, flexibility, etiquette, professionalism, etc. However, no one can be the best at everything, so be realistic as you set your goals, and concentrate on the skills that will benefit yourself and those around you the most. Remember you are on a State Officer team which means the team together should have most of the skills together with each person bringing something to the table.

## 6. College/Post-Secondary Education

There is no guarantee that you will be elected as a state officer, so please do not make the mistake of saying you will enroll in school next year. Nearly all colleges and other post-secondary schools are highly accommodating and with a simple letter will allow you to defer a year without any problems. There are multiple schools in Delaware whose credits will transfer to other post-secondary institutions both in and out of the state.

## 5. Knowledge

People expect state officers to know just about everything because they have business cards, jackets and titles. Be familiar with the history of the FFA, the agricultural industry, names, faces, rules, regulations, FFA missions, FFA policies and new technology. Be prepared to talk about these 24/7 whether you are talking to the public while pumping gas, buying workshop supplies or at an official event, you must be knowledgeable.

## 4. Experience

You will find the only things you really regret in life are the opportunities you do not take.



To really understand the FFA and agriculture, try to experience as much of it first-hand as you can. Such time will be well spent and will assist in developing the skills and knowledge necessary. Nothing is worse than a missed opportunity. So when a chapter request form comes in and the chapter contact cannot attend, try all you can to make it fit in your schedule.

### **3. State FFA Degree & Requirements**

There are a few requirements that are set in stone and will automatically disqualify you from running for a state office. Not being eligible to receive your state degree is one of them. Plan ahead so that you can be sure that your SAE qualifies you for your State FFA Degree. You also must be graduating high school or be a high school graduate, and have some form of transportation.

### **2. Priorities**

As time approaches to run for state office, make every attempt to place yourself in a position where you can make the FFA a top priority. State office must be a top priority and a balance between post-secondary education, jobs, chapter involvement, dating, hanging with friends, and family business responsibilities will need to be developed.

Now don't panic. Being a state officer doesn't mean you can't have a job, spend time with your family and friends or go back to your chapter for special events, but it does mean that when schedule conflicts arise, the FFA is priority number one!!! If elected, the best recommendation is that you have a meeting with your boss so that he or she can understand the position you are in

### **1. Attitude**

Every officer team has different individuals with different skills and different challenges. SOCS can only give you a starting point on what to expect and how to function – the reality is, it is now up to you and the only thing which draws the line between success and failure is your attitude. Ask yourself the following questions:

- Are you committed to the FFA and its members?
- Will you be able to be a state officer in and out of the jacket?
- Will you stick with the job for all 365 days, not just when it is easy and fun?
- Are you willing to give up your friend's sports game and other activities for an event?
- What are you committed to?
- Will you help to develop the potential of others?
- Are you prepared to help make a positive difference in the lives of students?

If you are willing to control your own attitude and not simply let it be controlled by the circumstances, you will have a great year as a state officer. The circumstances are not always ideal. Although, if you are willing to put aside ideas of power, prestige and press and are willing to put first the development of others, and make a positive difference, it will be rewarding and successful.



## IN ADDITION

to the numerous other responsibilities which state officers encounter along the way, there is a huge amount of behind the scenes work which must take place daily to make all of the above occur smoothly and effectively. From the time state officers are elected in March, the team immediately begins brainstorming about themes, missions, conferences, etc. It is not unusual and in fact is very needed, to begin planning the state convention at which you will retire within a few weeks after you are elected.

As a state officer, you must be willing to put in far more work behind the scenes than in the spotlight. For every moment in the spotlight, a hundred more must be spent:

- Sending emails
- Preparing workshops, speeches, welcomes and reflections
- Making phone calls
- Typing letters and agendas
- Putting together notebooks
- Practice, practice, PRACTICE!

All of the above, and much more, must be done behind the scenes in order to make those few moments up front of the crowd possible. But do not worry, the preparation is often as much, or even more fun, than the actual event. From inside jokes, to telling stories and laughing until you cry, the preparation will be as much fun as your attitude is willing to let it be!

A year as a state FFA officer is definitely not a boring one. **The responsibilities fall equally on ALL state officers.** Don't assume that you can run for an office that comes with fewer responsibilities and simply slide by. All state officers spend nearly all their time fulfilling the same responsibilities as every other officer. The president must be just as willing to sweep the floor as the sentinel, and the vice president just as willing to type letters as the secretary. A successful state officer team does NOT occur because of a few great individuals, but DOES occur because of six dedicated FFA members who are devoted to making a positive difference, and doing so by a team effort. There is no such thing as an "easy" state office. Thankfully, though, there is also no such thing as a boring, lonely or dull state office either.

Prepare to be **PROFESSIONAL!** You are a state officer and represent the FFA and the Agriculture Industry both in and out of the jacket. You will be well recognized. People will be watching you all the time. You must be a role model with your actions 24 hours a day, 7 days a week and during ALL of your 365 days as a state officer.

## A MONTH IN THE LIFE

This is an example of what your schedule could look like, however keep in mind all months are different, this one is busy!

1	2	3	4 Foundation Meeting, 6pm	5	6	7
8	9 State Officer Meeting, 6pm	10 DAAE Meeting	11	12	13	14
15	16	17	18	19	20 Chapter Visit, 3pm	21
22	23	24 Chapter Banquet	25	26	27 Chapter Banquet	28
29	30	31				

## Delaware FFA State Officer Selection Process

*(Slight changes may be made prior to state convention)*

### State Officer Competencies

The following is a listing of the essential competencies required for serving as a state Officer. The Nominating Committee screens candidates to find those who demonstrate these competencies consistently. Each round/ question in the process will reflect one or multiple of these competencies in which the candidate will be scored on.

#### Communication

Demonstrates the effective use of various forms of communication ie. Nonverbal, listening, written, speaking and facilitation to convey a message in both large group and one-on-one settings.

#### Team Player

Demonstrates the ability to work in a team setting, values diversity of opinions, works to be inclusive in the process and is willing to put other above self.

#### Areas of Knowledge

Demonstrates The Ability To articulate the systemic nature of food, fiber, agricultural and natural resources issues, FFA, educational issues and all respective current issues. .

#### Character

Displays a disposition that is authentic, inclusive, responsible, honest, mature, confident and respectful.

#### Influence

Demonstrates the ability to influence others through modeling expectations, building

relationships, and growing.

## STAND AND DELIVER

**The Point:** *State Officers will often be asked to give remarks/ speeches at banquets or professional events. The point of the stand and deliver is to gauge how well a candidate is able to formulate a speech using background Agriculture/ FFA knowledge while being conscious of time constraints.*

This round will be **26 minutes** in length. **Twenty minutes** focused on the candidate's ability to plan, organize and prepare a spoken presentation. **Three minutes** focused on the candidate's ability to deliver a spoken presentation for context. Finally, **three minutes** focused on the candidate's ability to respond accurately to questions regarding topic and presentation.

Candidates will have **20 minutes** in a preparation room **to prepare three minutes'** worth of comments on a given topic. When students arrive at the preparation room they will receive the topic and instructions regarding the setting and audience to which the comments will be directed. **Candidates will have a full 20 minutes to formulate their remarks.** No materials will be allowed in the room during this time other than a pad and pen provided by the nominating committee.

Candidates will promptly move from the preparation room to the interview room **to deliver their three minute speech.** Regardless of where they are in their remarks, time will be called at the end of three minutes. At that time candidates must stop their speech and wait for questions from the committee. Carefully constructed questions will be asked of the candidate regarding the speech topic. Candidates have a total of three minutes to respond to the questions asked. **The number of questions the committee intends to ask will be clearly stated prior to the start of this three minute period.** Time will be called at the end of three minutes regardless of where candidates are at in their response. Should a candidate finish early they may leave the interview room. The committee will have three minutes to complete their evaluation for the candidate's performance before the next candidate begins.

A listing of three topics will be given to the candidate at the information meeting. Details about the specific topic chosen and the context will be provided to candidates only when they enter the preparation room. All competencies will be evaluated by the student nominating committee members. Specific builders will be rated on a one to five scale where one reflects strong evidence the skill is not present and five indicates strong evidence the skill is present.

## DINNER/LUNCH

The purpose of this round is to evaluate the candidate in a more relaxed environment. If elected to state office, officers will be required to use proper etiquette, engage in conversation, and make a connection with a variety of individuals. The student nominating committee members desire to create connections with the candidates' and gain an understanding of their personality traits. Candidates will be taken into a room with Nominating Committee members and enjoy a casual meal with games available. **THIS ROUND IS NOT SCORED.**

## ONE ON ONE INTERVIEWS

**The Point:** State Officers should be well-rounded individuals who can demonstrate basic conversational skills with teachers, students, stakeholders etc. . The One on One Interviews gauge the experiences, traits, and knowledge of candidates while delving into how a candidate will be able to serve the Association and its members.

This round will consist of a **five minute interview** with each member of the nominating committee. The interview is focused on two objectives. First, this is an opportunity for the committee to develop rapport and get to know candidates in a one-on-one setting. Second, this will provide an opportunity for evaluation of a number of targeted competency builders through structured questions and follow-up questions. The competencies outlined will be evaluated through observation and careful listening to candidate responses to questions. **Following each interview, the committee member will have three minutes to evaluate the candidate.** Builders will be assessed on a scale from one to five where five reflects strong evidence the skill/attribute is present and one reflects strong evidence the skill/attribute is not present.

## FACILITATION

**The Point:** Throughout their year of service, State Officers will be asked to create and facilitate workshops at schools and conferences. The Facilitation round gauges how candidates can think creatively and collaborate with fellow candidates to facilitate a workshop.

The purpose of this round is to evaluate the candidate's ability to influence through facilitated presentation in front of a realistic audience. **This round will be 35 minutes in length. Candidates will be paired up in groups of two and will have 25 minutes to plan, prepare, and organize using materials provided.** All materials will be provided to the candidate along with a sheet of instructions outlining the specific context and topic for the workshop. Candidates will have a space to conduct their planning. Following preparation candidates will move to the interview room where they will **have ten minutes to facilitate their presentation** with the audience available. The nominating committee will have three minutes to evaluate the presentation once the candidate is finished. A list of potential topics for this round will be given to the candidates at the February nominating committee candidate information meeting. The student nominating committee members will evaluate candidates' performance using the competency builders outlined below. Each builder will be evaluated on a one to five scale where one reflects strong evidence the skill is not present and five reflects strong evidence the skill is present.

## PERSONAL INTERVIEWS

**The Point:** State Office isn't all skills and knowledge, but it's about YOU. The personal interview round helps the Nominating Committee gain a better understanding of what experiences the candidate has had as a leader and what has led them to run for State Office.

The purpose of this interview is to ask a final set of questions developed by the committee to address competencies such as character, passion for success, influence, and team player. **Each candidate will have eight minutes with the committee members.** During this time committee members will ask questions related to the competency builders identified.

## ESSAY AND VIDEO PROMPT

**The Point:** The Essay and Video Prompt allows the candidate to show the Nominating Committee who they are and how FFA has allowed them to grow as a leader. Candidates should use these rounds as an opportunity to show their true selves and pinpoint where their passions have derived.

The Essay and Video Prompt rounds are a part of the candidates initial State Officer Application, **due at the Vision Conference, February 2nd 2023**. Candidates will answer the Essay prompt in 12pt font, double spaced with no minimum or maximum characters allotted. Nominating Committee members as well as a third party will evaluate the essay based on competency builders.

The Video Prompt should be 2 minutes in length maximum. Candidates should introduce themselves and provide details of their personal background. Additional questions are provided in the Application to guide candidates. When creating the video **graphic effects and splicing of audio is prohibited**. Candidates are encouraged to adjust brightness/ audio volume if necessary. The video may be recorded in different locations however the candidate must completely finish their sentence before transitioning to a different location (this will prevent audio splicing). There are two formats in which a candidate may submit their video

1. Flipgrid
  - a. Using the link below, record and submit your video to the Flipgrid group. Your video will be hidden from the other candidates.
  - b. <https://flipgrid.com/d2677b81>
2. Google Drive
  - a. Record and upload your video to a Google drive account and share with [Bart.gill@doe.k12.de.us](mailto:Bart.gill@doe.k12.de.us) before the due date. Make sure that sharing permissions are turned on to “Anyone with link”

The video will be evaluated by the nominating committee and scored based on the competency builders.

**\*PLEASE REFER TO THE APPLICATION FOR THE SPECIFIC PROMPT QUESTIONS\***

## **DATES INVOLVING 2022 - 2023 STATE OFFICERS PARTIAL LISTING**

Listed below is a partial, projected listing of dates involving State FFA Officers which are known at the present time. Many others will be added. Many of the events will require specific Officers to be in attendance, such as banquets, chapter visits, etc., as invited or needed. **THESE ARE TENTATIVE DATES.**

### **March 2023**

- 8-9 State Convention and Officer Elections, Harrington, DE
- 18 Base Camp Training for New State Officers, Rehoboth

### **April 2023**

- 1-2 Base Camp Training for New State Officers, Rehoboth

### **June 2023**

- 20-23 June CDE Week

### **July 2023**

- 6-9 Checkpoint 1, Dover DE
- 19-21 State Officer Summit, Washington DC
- 19-30 Delaware State Fair, Harrington, DE

### **August 2023**

- 10 Foundation Golf Tournament, Heritage Shores, Bridgeville,

### **September 2023**

- 12 State Officer Meeting, Dover, DE
- 13 DAAE meeting, Collette, Dover, DE
- 15-17 The Big 'E', Springfield, MA; Refer to Big E website for details
- 27-29 COLT, Cape Henlopen, Lewes, DE

### **October 2022**

- 3 State Officer Meeting, Dover, DE
- 30- (Nov.) 5 National FFA Convention, Indianapolis, IN

### **November 2023**

- 7 State Officer Meeting, Dover, DE
- 8 DAAE Meeting, Dover, DE

10 Discovery Conference, Harrington, DE

**December 2023**

5 State Officer Meeting, Dover, DE

18-20 Checkpoint 2, State Convention Planning Retreat, Dover, DE

**January 2024**

2 State Officer Meeting, Dover, DE

10 DAAE Meeting, Collette, Dover, DE

10 State Officer Candidates/Nom Com Meeting, 5:00 pm, Collette

16 Statewide Ice Skating, The Centre, Harrington

**February 2024**

2 Vision Conference

8 CDE Preliminaries for Prepared Public Speaking,  
Extemporaneous Speaking, Creed, Job Interview, 5pm,  
(Held at Smyrna High School)

State Officer School/NomCom Retreat, State Officer  
Candidate Written Test and Essay, 5pm, (Held at Smyrna  
High School)

6 State Officer Meeting, 6 pm Collette

19-26 National FFA Week

27 State Convention Practice, Collette, Dover, DE

**March 2023**

4-6 State Convention, Delaware State University, Dover, DE

25 Mini Base Camp, Delaware State University, Dover, DE



## **STATE OFFICER CANDIDATES THAT ARE ELECTED ON March 8th, 2023**

*The following is a list of items that you will be responsible for immediately after you are elected to State Office:*

1. The newly elected President will say a few remarks on behalf of the new team.
2. The newly elected President and Secretary will perform closing ceremonies.
3. Pictures will take place immediately following closing ceremonies.  
REPORT BACK STAGE IMMEDIATELY.
4. The mandatory New State Officer meeting will take place the following weekend after convention for you to get handouts and schedules.
5. For Base Camp Training you will report to an assigned location (directions available when elected) on Wednesday, April 15, 2020. You will be there until Sunday, April 19th. Everyone should carpool as much as possible.
6. You must bring "Me In A Box" - a small box of three or four items that describe you and who you are. We will be sharing these with each other during that week. Recommended that you bring three or four items ONLY.
7. You must bring towels and toiletries.
8. You must learn your part for opening and closing ceremonies.

## Resources to Study

*Explore the websites listed below and gain knowledge on the guidance questions*

Delawareffa.org

Agriculture.Delaware.gov

FFA.org

### Agriculture

- Disruptions in the Supply Chain
- Environment, Sustainability and Climate Change
- Delaware Agriculture

### Education

- What is the three circle model?
- What associations exist for agriculture educators?
- How do teachers achieve student retention?

### FFA

- Who are the current state officers and state staff?
- What opportunities does FFA provide to students?
- FFA History
- The FFA motto, mission and vision statements

SOCS Quizlet:

[https://quizlet.com/\\_c9tcyj?x=1jqt&i=4hgz2w](https://quizlet.com/_c9tcyj?x=1jqt&i=4hgz2w)