

## **WI FFA Alumni State President Responsibilities (9/05)**

### **A. Reimbursement:**

1. \$1000 at the completion of a one-year term.
2. Expenses: Phone calls, copies, postage.
3. All reimbursements to be approved by state council

### **B. Responsibilities:**

1. Presides over all meetings of the WI FFA Alumni, WI FFA Alumni Council and Executive Council.
2. Schedules four regular council meetings per year, and may call additional meetings as needed.
3. Calls Executive Council and/or special meetings.
4. Agenda for council meetings.
5. WI FFA Alumni representative for WI FFA Foundation.
6. WI FFA Alumni spokesperson at FFA state convention.
7. WI FFA Alumni ambassador for WAAE and FFA-related groups, meetings and conventions, when appropriate.
8. Attends National FFA Alumni leadership conferences.
9. Official delegate and representative for WI FFA alumni at State and National FFA Conventions.
  - a. Personally greets all WI FFA Alumni Delegates at the National FFA Alumni Convention.
  - b. Responsible for informing delegates of voting procedures and other pertinent business on the agenda for the National FFA Alumni Convention.
  - c. Responsible for delegate count and accuracy at National FFA Alumni Convention.
10. Supplies newsletter editor/executive secretary with articles for all state FFA Alumni newsletters as required.
11. Writes a personal 'welcome' letter for the state convention program.
12. Serves on the State Convention Executive Committee for the convention at which the President presides.
13. Serves as the Finance Committee chairperson;
  - a. Sets dates and locations of finance committee meetings
  - b. Presents budget at the state annual meeting.
14. Appoint special committees and chairpersons, as needed.
15. Attend sectional meetings and local FFA Alumni events, when possible, representing WI FFA Alumni.
16. Public relations for the WI FFA Alumni.
17. Assist executive director with correspondence.
18. Guide and direct other members of the council and the executive body for the WI FFA Alumni.

## **WI FFA Alumni State President Elect Responsibilities (9/05)**

### **A. Reimbursement:**

1. \$750 at the completion of a one-year term.
2. Expenses: Phone calls, copies and postage.
3. All reimbursements to be approved by state council.

### **B. Responsibilities:**

1. Presides over meetings in the absence of President.
2. Serves as Bylaws committee chairperson.
  - a. Gathers all resolutions from sectional meetings.
  - b. Forwards resolutions to state convention chair.
  - c. Presents resolutions at the state annual meeting.
3. Submits articles for the state alumni newsletters as requested.
4. Attends sectional meetings, when possible.
5. Delegate for National FFA Alumni Convention, when attending.
6. Attends National FFA Alumni Leadership Conference.
7. Works closely with sectional representatives.
  - a. Collects reports from sectional representatives at each meeting.
  - b. Records attendance of sectional representatives.
  - c. Keeps a file of all newsletters mailed by the sectional representatives for a one-year period.
  - d. Authorizes reimbursement of sectional rep's and notifies the state FFA Alumni treasurer of payment.
8. Serves as Bylaws Committee Chairperson
  - a. Reviews the bylaws.
  - b. Gathers recommendations from sectional meetings and the state council for revisions of the present Bylaws.
  - c. Forwards recommended revisions to the state council and the state convention chairperson.
  - d. Presents recommended Bylaws revisions at the annual meeting.

## **WI FFA Alumni Vice President Responsibilities (9/05)**

### **A. Reimbursement:**

1. \$750 at the completion of a one-year term.
2. Expenses: Phone calls, copies, postage.
3. All reimbursements to be approved by state council.

### **B. Responsibilities:**

1. Presides over meetings in the absence of the President and President Elect.
2. Serves as Awards committee chair.
  - a. Appoints committees of non-partial people to judge applications and/or newsletters.
  - b. Assists with award presentations at the state convention.
3. Serves as a delegate at the National FFA Alumni Convention, when attending.
4. Attends the National FFA Alumni Leader's Conference.
5. Submits articles for the state alumni newsletters as requested.
6. Attends sectional meetings, when possible.

## **WI FFA Alumni Past President Responsibilities (9/05)**

### **A. Reimbursement:**

1. \$250 at the completion of a one-year term.
2. Expenses: Phone calls, copies, postage.
3. All reimbursements to be approved by state council.

### **B. Responsibilities:**

1. Serves on the state council for one year as Past President.
2. Attends FFA Alumni functions as Past President.
3. Seeks candidates for Vice President.
4. Serves as a delegate for the National FFA Alumni Convention, when attending.
5. Submits articles for the state newsletter, when appropriate and when needed.
6. Hosts the Past President's meeting held at the WI FFA Alumni Convention.
7. Additional responsibilities as directed by the WI FFA Alumni council and state FFA Alumni President.
8. Responsible for completing the National Outstanding State FFA Alumni Association Award.