

## PERSONAL RESPONSIBILITIES OF ALUMNI MEMBERS

- Be familiar with the Wisconsin FFA Alumni Mission and Goals
- Be familiar with the Constitution and Bylaws of the Alumni
- Attend meetings. If you have to be absent, let the secretary know ahead of the meeting.
- Arrive at meetings on time and be prepared to discuss agenda items
- Keep to the subject under discussion, use facts, avoid judgmental statements, and take responsibility for the words you express verbally and nonverbally when participating in a meeting
- Ask questions for further understanding when you are not clear about facts, ideas or suggestions
- Speak out on ideas you do not favor, for silence is interpreted as consent
- Understand the financial statements as presented to the Board; as a board members, you are responsible for the financial stability of the Alumni
- Realize you can make decisions, as a board member, only at board meetings
- Help create an atmosphere so differences can be raised and discussed for group decisions. If everyone agreed with all issues and plans, there would be no need for a board
- Disagree with issues, not people
- Do your homework! A Council member can only be effective if he is informed
- During the meeting, stick to the agenda
- Keep responses short and to the point. You're not there to deliver an oration
- Side conversations are in poor taste. They slow the meeting. You are there to speak before the group. Whispers are distracting.
- Hurriedly passed motions usually don't receive the consideration they deserve. Better to table them until the next meeting then to pass a motion you will regret later.
- After the meeting, ask yourself if you have made a genuine contribution to the Alumni