

Wisconsin FFA Alumni Association, Inc.
Position Description – Sectional Representative

Wisconsin FFA Alumni Association sectional representatives, with the executive committee and FFA family representatives direct and lead the Wisconsin FFA Alumni Association as members of the state FFA Alumni Council. Sectional representatives also serve as the Council contact for affiliates and FFA Alumni members within their Section.

While the responsibilities of being a sectional representative are not overwhelming for a person interested in developing and practicing leadership, there are some minimum expectations of those serving in these positions to insure that the Wisconsin FFA Alumni moves forward toward accomplishment of its mission and goals.

Election Of Sectional Representatives

- The By-Laws require the election of sectional representatives by the participants at the fall sectional meeting before a current sectional representative's term expires.
- Terms of office begin and expire at the council meeting held at the state convention.
- Sectional representatives serve three year terms with a limit of two terms.
- All Alumni members living in the section are eligible to be elected a sectional representative except those members who are currently employed as agriculture education instructors

Responsibilities As State Council Member

- Attend and participate fully in Council meetings and the annual state FFA Alumni convention
- Accept appointment to at least one Council standing or ad hoc committee and actively participate in the work of the committee
- Complete and submit requested reports to Council president-elect in a timely manner to include:
 - Written activity report presented at each council meeting
 - Minutes of convention, spring and fall sectional affiliate meetings
 - Committee and other reports as assigned
- Serve as a Wisconsin delegate to the National FFA Alumni Convention business meeting if attending the convention

Responsibilities As Sectional Leader of Alumni Affiliates and Members Within The Section

- Annually develop goals for the upcoming programming year.
 - Three personal goals relating to position
 - Section goals determined jointly between the two sectional representatives
- Report personal and section goals to all affiliates in the section and the state council members
- Develop and implement a plan to accomplish the goals set
- Communicate regularly with affiliates in the section
 - Develop and maintain a database of affiliate contacts and members via email or surface mail for use in communicating with members in the section.
 - Plan, organize, publicize, and conduct a face-to-face meeting of representatives of all affiliates in the section in spring and fall
 - Keep minutes of sectional meetings and report to affiliates and state council members
 - Develop a minimum of three newsletters per year and distribute via email or surface mail to all affiliates and FFA advisors in the section as well as to state council members.
 - Provide additional FFA Alumni information updates to affiliate contacts in the section as needed via email or short update mailings
- Represent the state council at local affiliate and FFA chapter functions in the section
 - Affiliate and chapter banquets and other activities

- District and sectional judging contests
- FFA sectional leadership workshops
- Answer questions and provide information regarding state and national FFA Alumni programs, membership and other procedures.
 - Use Alumni handbook, Wisconsin and National FFA Alumni websites, executive director, or executive committee members as resources.
 - As alternative, refer questions to an appropriate person for an answer i.e. executive director, state membership committee chair, executive committee member, FFA family representative (Foundation, DPI, FFA Center)
- Recruit potential replacement sectional representatives

Time Commitment

- Council meetings and conventions
 - State FFA Alumni Convention – February – two days
 - State Council Meetings
 - Friday eve – Saturday – March/April, September, November
 - One day – Saturday – June
- State Council committee meetings
 - Time is allocated for committee meetings Friday evenings at June and November council meetings – additional dependent on committee projects
- Spring and fall sectional meetings – planning, conducting, follow-up – time varies
- Sectional newsletter and update preparation and distribution – time varies
- Attending affiliate and chapter functions – time varies

Note: Resources and training in technologies and techniques to reduce time requirement to develop communication pieces such as newsletter templates, cut and paste, development of email groups, email message forwarding and other techniques are provided or are being developed to assist sectional representatives to communicate effectively and efficiently.

Reimbursement

- A stipend of \$225 per year is provided to the sectional representative payable at the annual meeting at the conclusion of the year.
 - Deducts are taken from that stipend for:
 - unexcused absences from Council meetings
 - failure to hold sectional meeting and to submit minutes of meetings
 - failure to submit activity reports
 - Distributing fewer than three newsletters per year
- Lodging for overnight Council meetings is direct billed to the Association and mileage to Council meetings is reimbursed at \$0.25 per mile. At least one meal at Council meetings is sponsored.
- Travel within the section, postage, paper, and other expenses are not reimbursed. Some sections have developed a system in which affiliates make donations to a fund to partially reimburse sectional representatives for in-section expenses incurred.
- Registration and lodging are not reimbursed for the state convention.

Dismissal From Office

Unexcused absences from two council meetings are grounds for dismissal from office. Meeting absences are excused if the President-Elect is notified prior to the meeting and a written activity report is submitted for the meeting.

Guidelines and Suggested Agenda For Sectional Meetings

Leading sectional meetings are very important functions of the sectional representatives as they provide the opportunity to provide information and receive feedback from representatives of affiliates that may not get involved in other state Alumni activities. To encourage participation meetings should be well planned and efficiently run.

- Sectional meetings should be planned for April or May in the spring and September or October in the fall.
- Set the date, time, and place of the meeting well in advance to give affiliates time to make plans to attend. A good suggestion is to set the date and tentative place for the next meeting as an item of business at the current meeting.
- Seek and use feedback from affiliate representatives for the best time and place to meet.
- When a day of the week and month, location and facility is found that meets with the approval of the majority of participating affiliates continuing that schedule will reduce confusion and encourage affiliate representatives to plan time to attend.
- Plan to send a newsletter at least six weeks before the dates of the spring and fall sectional meetings to allow time for the meeting to be announced at local affiliate meetings and arrangements made to attend. Email reminders to affiliate contacts weekly until the meeting will help keep the date in people's minds.
- Some sections have developed a tradition of combining the sectional business meeting with another activity such as banquet meals and auctions to raise money for additional WLC scholarships, support for un-reimbursed expenses of sectional representatives or other purposes that benefit the entire section. These seem to help draw additional participation to the meeting. (Check with Section 8 representatives about their meetings with auctions that regularly draw 80 to over 100 participants and raise sufficient funds to provide every Section 8 FFA Chapter with an additional WLC scholarship.)
- Use meeting time wisely to get business completed but not waste time.
 - Prepare and distribute information as handouts when possible.
 - Keep oral presentations short and to the point.
 - Know and use parliamentary techniques to prevent discussions from dragging on after all who care to speak have done so.
- Have someone volunteer or appointed to take minutes at the meeting. Submit minutes to President-Elect and Executive Director within two weeks following the meeting.
- Suggested sectional meeting agenda
 - Call to order
 - Welcome and introductions
 - Sectional representatives' report
 - Wisconsin Association of FFA Report – Sectional State FFA Officer (invite well ahead of time to allow them to fit into their schedule)
 - Wisconsin FFA Alumni Association Report- Executive committee member
 - Wisconsin FFA Alumni Convention report – invite chair or convention committee member to report on upcoming convention and next convention being hosted by the section
 - Affiliate roll call and activity reports
 - Resolutions to be presented at the state convention – due date is November 15
 - Election of sectional representative – every other year at the fall meeting
 - Other business
 - Closing comments
 - Adjourn