FFA | GUIDE

FFA Officer Handbook

Reference guide for FFA officers covering what each office does, how to prepare for meetings, and how to hand off records to the next team at the end of the year.

Farm / unit: _____ Date: _____ By: _____

1. Read the chapter constitution and bylaws
2. Review your office duties with the advisor
3. Meet the outgoing officer for a handoff
4. Prepare for each meeting ahead of time
5. Keep your records current and organized
6. Support committee chairs in their work
7. Represent the chapter courteously in public
8. Write transition notes for your successor

YOUR NOTES

TIP Fill in your own notes beside each step, then pass the finished copy to your successor at year end.