FFA | CHECKLIST

FFA President’s Checklist

Checklist for the FFA chapter president to prepare for and lead meetings, coordinate officers, and keep the chapter on track with its program of activities throughout the year.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Review the agenda with the advisor	☐	☐	☐
Confirm officers know their reports	☐	☐	☐
Open the meeting on time	☐	☐	☐
Follow parliamentary procedure	☐	☐	☐
Keep discussion fair and focused	☐	☐	☐
Appoint committees as needed	☐	☐	☐
Check progress on program activities	☐	☐	☐
Thank members and guests	☐	☐	☐
Meet with the team after the meeting	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Check off each item at your officer meeting so nothing is missed before members arrive.