FFA | CHECKLIST

# FFA Vice President’s Checklist

Checklist for the FFA vice president covering presiding in the president's absence, supporting committees, and tracking the program of activities so every chapter goal has an owner.

Farm / unit: _____ Date: _____ By: _____

| ITEM | OK | FIX | N/A |
|---|---|---|---|
| Learn the president's meeting duties | ☐ | ☐ | ☐ |
| Be ready to preside if needed | ☐ | ☐ | ☐ |
| Review committee assignments | ☐ | ☐ | ☐ |
| Check in with each committee chair | ☐ | ☐ | ☐ |
| Track progress on chapter activities | ☐ | ☐ | ☐ |
| Help plan the chapter calendar | ☐ | ☐ | ☐ |
| Support new members and officers | ☐ | ☐ | ☐ |
| Report to the president and advisor | ☐ | ☐ | ☐ |

**NOTES / REPAIRS NEEDED**

**TIP** Update the checklist after each committee check-in so the president can see progress at a glance.