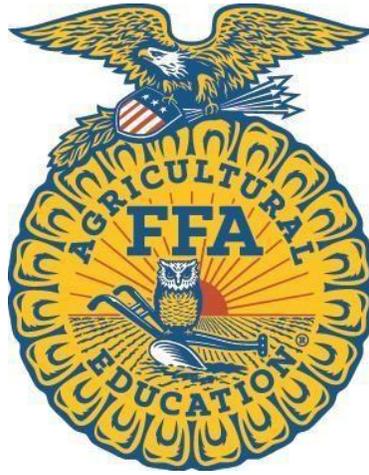


# **Maryland FFA**

## **State Officer Candidate Handbook & Resources**

*2026-2027*



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National FFA Organization



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## **A Day in the Life of a State Officer**

Congratulations on your decision to run for a Maryland FFA State Officer position, one that surely took hours of thoughtful consideration. Although you do not necessarily need a title or position to influence others, hopefully you will use your position on this team as a platform to reach and impact the people around you, including your family, friends, teachers and most certainly FFA members. Most people cannot say that they have nearly 2,500 people that look to them for guidance and leadership on a daily basis. However, as a State FFA Officer, that is exactly what you have been asked to do. You are expected to be a positive role model every day to the members of the Maryland FFA Association by encouraging them to be their best. Doing so effectively will require a great deal of work and leadership on your part.

Though serving as an officer can be one of the most rewarding experiences that you can have, it does not all occur in the spotlight. There are many tasks that must be accomplished behind the scenes that you may not know about but will allow your year to run much more smoothly. Those might include state officer meetings, planning workshops, work at the state office, practicing your skills, as well as a variety of other tasks.

When you are elected to state FFA office, your time becomes a precious commodity. Once you understand this and learn to manage your time effectively, your officer experience will be much more rewarding. You will have many things that require your time and full attention including, participation in FFA activities and visits, time with family and friends, other activities, and managing your free time. If you would rather live the life of a college student by following your own schedule, then state office may not be a good fit for you. Although your year of service can be exciting and rewarding, it will also be busy and stressful at times. You must utilize self-management and time management skills to accomplish all of your objectives.

State FFA Officers represent the epitome of what the association stands for and what we have to offer. Therefore, you are expected to uphold the highest ethics and morals and have a solid character foundation. This includes presenting yourself in a clean, professional manner, showing respect and compassion towards all people, following the FFA code of ethics, and remaining committed to the position, the association, the organization, and its members during your entire year of service. You will sign a contract between yourself and the association that will outline all of the expectations of the office and you are required to uphold that contract. The strong character of a state officer also implies that you will be willing to grow through your service. You should practice becoming an exceptional public speaker and communicator, work to build positive relationships, and arrive at all events punctually and adequately prepared to represent the association. Though you might not know everyone that speaks or contacts you, students, teachers, community members and others will always identify you as a state officer. Therefore, wherever you are, wearing the blue jacket or not, you should always remember that you are still a representative of the FFA, and your character should reflect that. Even though you will be wearing the blue jacket many times this year, your effectiveness may very well be determined by what you do when you are not wearing the jacket. A day in the life of a state officer is busy and exciting but does require much of you. Consider these factors during your preparation to ensure that you can meet the full expectations of the position. If you can, we wish you the best in a most rewarding and exciting journey. This is not just something else to add to your plate; this is the opportunity of a lifetime that can be life-changing if you make it happen!

We hope you are up to the challenge – Maryland FFA needs you!

# Responsibilities, Roles, and Expectations

1. Participate in training, orientation, continual self-improvement and evaluation of activities as directed by the state staff, national staff, and past state officers.
2. Serve as a member of the FFA Board at all meetings as required by state staff.
3. Attend and participate in the National FFA Training with the state officer team.
4. Participate in making visits to business and industry as directed by the state staff.
5. Represent the Maryland FFA Association at other local, state and national activities as directed and scheduled by the state staff.
6. Participate in planning and conducting the state's Regional Leadership Conferences (RLC) and Chapter Officer Leadership Training (COLT) Conference.
7. Plan and conduct chapter visits throughout the state and present workshops, meet local teachers and administrators, speak and perform other duties as necessary.
8. Author and co-author Blog entries, Facebook posts and other social media for the Maryland FFA Association as may be appropriate.
9. Participate and serve as an official delegate and/or in the state officer preconvention delegate process and attend the National FFA Convention.
10. Attend chapter banquets and present keynote addresses as deemed necessary by the chapter advisor and state staff.
11. Attend and conduct State Officer duties at all State FFA Sponsored Career and Leadership Development Events. (State Spring Judging, Single Day Events, State Convention, Regional Qualifying Events)
12. Plan and conduct the Maryland FFA Convention with assistance from the Maryland FFA staff.
13. Plan, prepare, read, study, listen, review and practice to continue improving public speaking, effective communication and facilitating skills.
14. Stay up to date on agriculture, agribusiness and agricultural education facts and issues.
15. Develop positive relationships with FFA members, advisors, staff, sponsors and the general public.
16. Maintain a positive attitude and enjoy your year of service with members, advisors, and staff.

## Additional Responsibilities

1. ***Commit to representing the Maryland FFA above all other community, commodity and youth organizations throughout your year of service.***
2. Always adhere to the Maryland FFA Code of Ethics.
3. Prepare and submit expense vouchers monthly to the State FFA Executive Director to receive reimbursements for FFA related expenses.
4. Keep current with all correspondence. Examples of required correspondence include but are not limited to: **Thank you notes and letters** for business and industry visits and chapter visits, replies to member and advisor emails, correspondence with state staff, and other event planners at the local, regional, and state levels.
5. Have access to a reliable vehicle for travel and a computer or laptop for communications.
6. Perform other duties as instructed by Maryland FFA State Staff.

## “Who’s Who” in Maryland Agricultural Education 2022-2023

<b>Organization</b>	<b>Contact Person</b>	<b>Phone</b>	<b>Email address</b>
MD FFA Association	Terrie Shank, Executive Director	301-491-5686 C	tshank@maefonline.com
	Naomi Knight, Program Coordinator	443-243-0952 C 410-939-9030 W	nknight@maefonline.com
MD FFA Foundation	George Mayo Chairman	443-243-0053	Gmayo79@gmail.com
MD FFA Board of Directors	Stephanie Moore Chairman	240-291-6588	stephanie.n.moore@usda.gov
MD FFA Alumni Assoc.	Joe Linthicum President	410-868-2567	linthicumj@hotmail.com
MD FFA State Officers	Hailey Pleasants President	240-779-6438	officers@mdffa.org hailey.pleasants@mdffa.org
(MAEF) MD Agricultural Education Foundation	Susanne Richards, Executive Director	410-939-9030	srichards@maefonline.com
	Terrie Shank, Director High Schools/Post- Secondary Programs	301-491-5686 C	<a href="mailto:tshank@maefonline.com">tshank@maefonline.com</a>
MATA- MD Agriculture Teachers Association	Pat Beachy President	301-471-0376	Patricia.beachy@fcps.org
MD Department of Agriculture (MDA)	Kevin Atticks Secretary of Agriculture	410-841-5880	kevin.atticks@maryland.gov
MD State Department of Education- DCCR	Richard Kincaid, Superintendent, OCCP	410-767-0426	Richard.kincaid2maryland.gov
Maryland Council for Ag. Education (MCAE)	Dr. Melissa Welsh Chairman	301-405-6969	drmwelsh@umd.edu
University of Maryland, College Park	Dr. Wendy Powers Dean of Agriculture	517-614-8207	Wpowers1@umd.edu
University of Maryland, Eastern Shore	Dr. Moses Kairo Dean, School of Ag & Natural Sciences	410-651-6072	mkairo@umes.edu
Maryland Grange	Richard Stonebraker, President	301-829-0545	mdstgrange@comcast.net
MD Farm Bureau	Parker Welch Executive Director	443-480-4059	pwelch@marylandfb.org
LEAD Maryland	Susan Harrison Executive Director	410-703-1094	leadmd@umd.edu

# Support Organizations in Maryland Agricultural Education

As a State Officer, it is important to familiarize yourself with key players in agricultural education, and those who lead and direct the various organizations:

Maryland Agricultural Education Foundation Maryland  
Agricultural Fair Board  
Maryland Agriculture Teachers' Association  
Maryland Council for Agricultural Education  
Maryland Department of Agriculture  
Maryland FFA Alumni Association  
Maryland FFA Association  
Maryland FFA Board of Directors  
Maryland FFA Foundation  
Maryland Farm Bureau  
Maryland State Grange  
Maryland 4-H Foundation  
University of Maryland, College of Agriculture & Natural Resources  
University of Maryland, Eastern Shore  
University of Maryland Extension Service  
University of Maryland, Institute of Applied Agriculture

## Valuable Resources

As a State FFA Officer, having information at your fingertips is vital for building relationships and having credibility. By becoming familiar with these resources, among others in agriculture and agricultural education, you make yourself much more valuable to FFA members and supporters who will soon use you as one of their own resources for FFA knowledge.

- Maryland FFA Website: *mdffa.org*
- Maryland FFA Facebook Page: *facebook.com/marylandffaassociation*
- National FFA Website: *ffa.org*
- Official FFA Manual: *ffa.org*
- FFA Student Handbook □ FFA New Horizons
- Robert's Rules of Order
- Maryland Agricultural Education Foundation Website: *maefonline.com*
- Maryland Farm Bureau: *marylandfarmbureau.com*
- American Farm Bureau Website: *fb.org*

## Essential Functions of a State Officer

The following is a list of major functions with approximate dates and length of time that you will attend as a State Officer.

National FFA sponsored State Officer Training	8 days	July/Aug/Oct
Maryland Ag Teachers' Association Conference	1 day	August
National FFA State Officer Summit	5 days	July
Maryland CTSO Training	3 days	August
Single & Summer CDEs (State & Regional)	3 days	Apr/July/Aug.
MSDE Joint CTSO Advisor Training	1 day	Aug/Sept
Maryland State Fair (CDEs & UMD Activities)	8 days	Aug./Sept.
Maryland FFA COLT Conference	3 days	Sept/Oct
Big E-Springfield, Mass.	4 days	September
Land Judging CDE	1 day	Oct/Nov
National FFA Convention	8 days	October
Regional Leadership Conferences (5 Regions)	5 days	Oct./Nov.
MD Farm Bureau Convention/Young Farmers Program	3 days	December
ILSSO trip (Optional)	14 days	January
National FFA Week	7 days	February
Regional CDEs (Public Speak., Ag Mech, Parli. Pro)	10 days	Feb. - April
Spring Judging CDEs	2 days	April
Agriscience Fair	1 day	April
Chapter Banquets	10 days avg.	April -May
State Convention	5 days	June
State Convention preparation/planning		throughout the year
Chapter Visits		throughout the year
Officer Team meetings	2/mon, weekly	May-June
State FFA Alumni & Foundation Board Meetings	4/organization	
State FFA Board meetings	4-6 times per year	

Note: The essential activities listed above reflect an average between **130-160 days** of your year as a state officer. This is just a glimpse into the calendar of a State Officer. Other dates and activities may come up that you are expected to attend, sometimes with short notice.

# How to Prepare

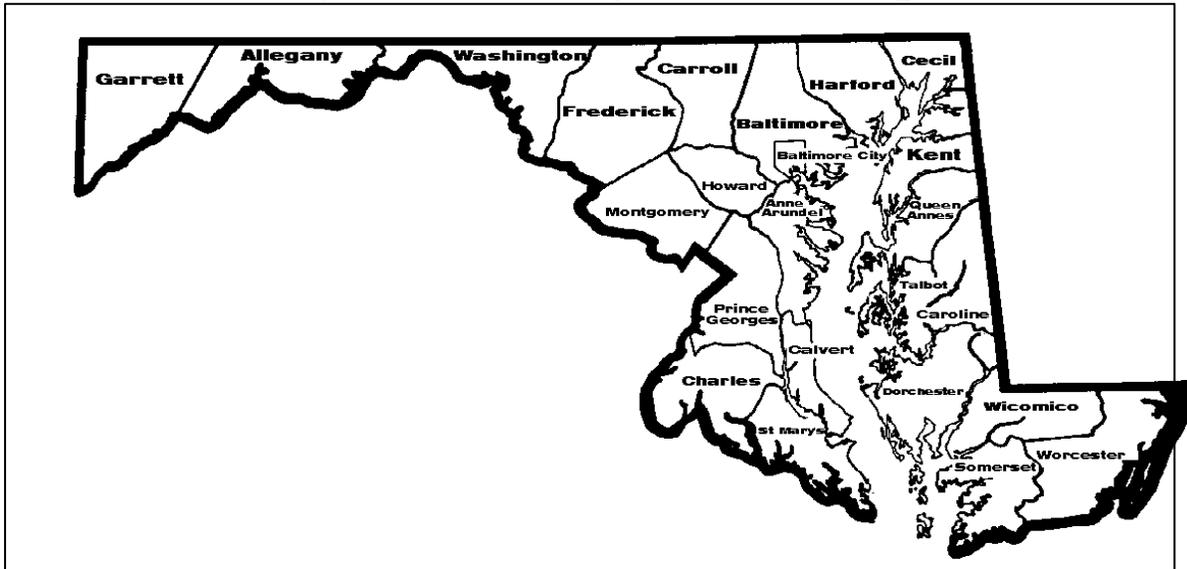
## *Know Yourself!*

The greatest key in a successful journey of preparing yourself for the State Officer selection process is knowing the beginning and the end points. The beginning point is for you to determine. While many feel they know who they are, it does not hurt to get a “2<sup>nd</sup> opinion.” Can you answer all of these questions?

- What is the first impression you make when you meet someone?
- What are your beliefs? Can you convey them without offending others of different beliefs?
- Can you write a letter or email that will influence the reader?
- How effective are your speaking skills? Are you direct? Warm & friendly? Humorous?
- Can you effectively relate your knowledge, skills and experiences to the topic being discussed?
- What are your skills in speaking to groups?
- How are your interviewing skills with various media?
- How well do you work in a team situation?
- Can you team-teach with someone?
- Can you accept and grow from criticism?
- Do you work better with students or with adults?
- Can you present an argument persuasively?
- Can you listen to and understand points made by another speaker?
- What are your best talents and how do you use and grow them every day?
- How well can you complete a behavior interview process?
- Is your personal schedule flexible enough to attend events throughout your tenure?

The time to discover your abilities is not during the selection process. Spend time getting to know yourself better before the interview. Enlist the aid and support of others on this journey.

# Maryland FFA Regions and Chapters



## Region 1:

Boonsboro  
 Boonsboro MS  
 Clear Spring  
 Northern Garrett  
 Oakland  
 Smithsburg  
 Boyd J Michael, III Tech  
 Hancock  
 Allegany  
 Ft. Hill  
 Mountain Ridge

## Region 2:

Brunswick  
 Catoctin  
 Frederick  
 Frederick CTC  
 Linganore  
 Middletown  
 Oakdale  
 Tuscarora  
 Urbana  
 Walkersville

## Region 3:

Calvert  
 Damascus  
 Fairmont Heights  
 Forrest Center  
 Gwynn Park  
 High Point  
 Phoenix Academy  
 Southern  
 CAT North  
 Howard County ARL  
 Maurice J. McDonough

## Region 4:

Century  
 Francis Scott Key  
 Green Street Academy  
 Harford Tech  
 Hereford  
 Hereford Middle  
 Liberty  
 Manchester Valley  
 North Harford  
 South Carroll  
 Westminster  
 Winters Mill

## Region 5:

Caroline CTC  
 Cecil CST  
 Dorchester CTC  
 Easton  
 Kent County  
 Parkside CTE  
 Queen Anne's County  
 Somerset  
 Worcester Tech

# Fundamentals to know about Agricultural Education & FFA

The following are general Need-to-know Dates in Agricultural Education.

Be sure to research and familiarize yourself with the following:

- 1862 - 1<sup>st</sup> Morrill Act signed by U.S. Congress under President Abraham Lincoln. It created Land Grant Institutions (University of Maryland, West Virginia University, Pennsylvania State University, Virginia Poly-Technical Institute, etc.) chartered with educating the public in agriculture.
- 1870 - Farmer Institutes began
- 1887 - Hatch Act signed by U.S. Congress created Agricultural Experiment Stations
- 1890 - 2<sup>nd</sup> Morrill Act signed; “separate, but equal” ideology (UMD Eastern Shore)
- 1894 - Extension education began in New York
- 1909 - The Ag High School of Baltimore County at Sparks Station, MD introduced instruction in agriculture. This school provided adult farmers a 10-meeting course, with an average attendance of 125
- 1914 - Smith-Lever Act; created Cooperative Extension Service
- 1917 - Smith-Hughes Act; provided legislature for the salaries of supervisors for Agricultural Education teachers
- 1928 - Future Farmers of America established
- 1929 – Maryland FFA Association chartered on January 11<sup>th</sup>; the ninth state association chartered.
- 1930 - FFA voted to no longer allow female membership
- 1950 - Federal Charter (Public Law 740) granted to FFA making it an integral part of agricultural education
- 1965 - New Farmers of American merged with Future Farmers of America
- 1969 - FFA voted to allow females to join
- 1984 - Carl D. Perkins Act; improve quality and accessibility of vocational education
- 1988 - Future Farmers of America changes name to “National FFA Organization”
- 1990 - Carl D. Perkins Act of 1990; provided funding to meet needed advancements in business and industry, secondary and post-secondary institutes
- 1994 - 3<sup>rd</sup> Morrill Act; Land Grant Institutes for Native Americans
- 1998 - Public Law 740 revised by Congress and replaced by Public Law 105-225
- 2000 – Discovery Degree Established for Middle School students
- 2019 – National FFA Foundation celebrates 75<sup>th</sup> Anniversary, National FFA celebrates 50 years of women in the FFA. The 116th Congress reviewed and passed additional amendments to the FFA Federal Charter as Public Law 116-7, specifying the integral nature of FFA to the instruction of agricultural education in the United States.
- 2021-National FFA Alumni celebrates 75<sup>th</sup> Anniversary.

The FFA, integrated into agricultural education, vitalizes and motivates the learning experiences of students. An outstanding FFA chapter is an integral part of any agricultural education program.

The FFA provides students with dynamic ways to learn about agriculture and leadership, as well as opportunities for self-improvement. Just as the agriculture teacher uses a shop to teach agricultural mechanics, he or she also uses the FFA to teach leadership and motivate students to set high goals and work to achieve those goals. The FFA is an intra-curricular activity having its origin and roots as a definite part of the curriculum in agricultural education. An outstanding FFA chapter, under guidance of an advisor and a challenging program of activities, enriches the instruction in agriculture, along with the members' Supervised Agricultural Experience Program, to ensure students have the skills needed to be successful in an agricultural career.

Knowing the basics of FFA and the history of FFA is important. The following is a minimum of what each candidate should know about FFA. Use your Ag Teacher/FFA Advisor, [mdffa.org](http://mdffa.org) and [ffa.org](http://ffa.org) as a resource.

- 1) What is the contribution of FFA within the program of agricultural education?
- 2) Why was the FFA organized? *Hint: The answer is not to provide agriculture knowledge and skills to students!*
- 3) What are some unique features of the FFA?
- 4) If a sponsor to the FFA who was also a supporter of the 4-H asks you “*What is the difference between the FFA and the 4-H,*” how would you respond?
- 5) What is the relationship of the State Officers to state staff?
- 6) What is the Maryland Agricultural Education Foundation? What is its purpose?
- 7) What is the Maryland FFA Foundation? What is its purpose?
- 8) What is the relationship of the National FFA Organization to the United States Department of Education (USDE)?
- 9) Describe the relationships between the Maryland FFA Association, Maryland FFA Board of Directors, Maryland FFA Foundation, Maryland FFA Alumni Association, and Maryland Agricultural Education Foundation.
- 10) What is a Supervised Agricultural Experience (SAE) Program?
- 11) It is essential that you have a thorough knowledge the following:
  - a) History of the FFA.
  - b) Purposes of the FFA.
  - c) How the organization operates.
  - d) National FFA Staff and key players.
  - e) A program of activities and how it is developed.
  - f) Essentials of good officer training on the local and state levels.
  - g) FFA's portfolio of programs, products and services for members and teachers.
  - h) All ceremonies for FFA meetings and degrees.
  - i) Purpose, structure and staff of the Maryland FFA Association.
  - j) Parliamentary Procedure.
  - k) National FFA Week and other public relations and brand awareness efforts.
  - l) FFA Code of Ethics.
- 12) How is the FFA financed?
- 13) What are the essentials of a successful chapter? *See FFA Manual*
- 14) What are good guidelines for planning and conducting a program of activities?

## **Preplanning to Adapt Your College Experience**

To successfully complete their year of service, State FFA Officers will be encouraged to take a lighter course load for their college studies during their term in office. It is highly recommended that you limit your course load to two days a week. The Maryland FFA Association **cannot** require any university or college to release a newly elected officer from their studies nor require officers to take a year out of college. It is up to each candidate for office to arrange with their professors to make up any class assignments or projects due throughout your year of service. The best means to make this an easy process is to talk to your academic advisor and *all* your professors prior to enrolling or attending a class. Seek their support and provide additional information about FFA and its mission. Building a relationship with each of your professors prior to the beginning a new class will increase the likelihood of them wanting to work cooperatively with you after your election.

## **Balancing your time while being a State Officer**

As a Maryland State FFA Officer, you will have the honor of leading our State Association. It is of utmost importance that you prioritize your state office at the top of your list. You will need to have the maturity to organize your life around your office, not organize your office around your life. For this year, your life is the FFA. You will need to balance your responsibilities as a state officer and your personal obligations. It is possible to take college classes two days a week or work a part time job, as long as it doesn't interfere with your officer responsibilities.

A calendar of the current state officer team will be given to you during the interview process along with required dates for your term of office. A detailed calendar will be given to you shortly after your term begins and will be updated continuously as needed throughout the year.

Be sure to communicate effectively and regularly with your college professors or boss to prevent conflicts in scheduling. Using effective time management skills and an open line of communication will help you in being successful with your team, college or job.

Here are a few questions to ask yourself:

College- How many college credits can I handle? Are my professors willing to work with my schedule? Is attendance counted as a grade? Will my credits transfer to my 4-year degree?

Part-time job- Will I have flexible hours? Is my boss totally supportive of my office? How many hours am I required to work/week? Can I take off work for an extended period of time?

## Traveling & Visiting Schools

Chapter visits should always **include two state officers**, no more, no less, unless state staff and the agriculture teacher coordinate other arrangements together. When traveling to a chapter visit, or any function as state officers, **always carpool as much as possible**. This makes long distance travel both more economical for the association and less stressful on state officers.

Prior to arriving at the school, you should have communicated enough with the agriculture teacher to know your entire schedule for the day. Know what time the school day starts, what classes you will be facilitating workshops for, each class' start time, number of students in the class, lunch time, and the teachers' planning time. Be sure to find out if you will be eating a school lunch, a lunch provided by the chapter, or a lunch on your own off the campus.

**Always enter the school through the main entrance and sign in as a visitor** in the main office. Be sure to introduce yourself to the administration and tell them what you will be doing while you visit. Never enter through the back door straight into the agriculture classroom or shop, even if the agriculture teacher tells you to do so. Thank the agriculture teacher for offering that privilege but tell them you need to make sure the main office knows you are there for the day and that you want to meet the administrators. Small things like shaking hands with a school principal and engaging in "small talk" for a minute or two is a great way to help build relationships for yourself, and with the FFA!

## Using Social Media and Networking

You are the face of the Maryland FFA! As State Officers, it is your responsibility to use, maintain and update Maryland FFA's social media sites. **Update social media often** (several times a week) with events, trivia, or facts to engage the audience and make people excited about FFA. Be sure that updates **use proper spelling and grammar**. State social media can also be used to showcase the local chapters and members but be sure that each chapter and member in the state has the same opportunity to be featured.

Your personal social media can also be a great tool to engage friends, FFA members and supporters but it can become a double-edged sword. A State Officers' social media should not display anything breaking the FFA Code of Ethics including, but not limited to photos and posts/tweets including alcohol, tobacco, drugs, sex, foul language, illegal activity or anything that attacks an individual. Using social media to vent about religion, politics or other personal subjects is never a good idea. **Use social media to encourage and engage!**

# Official Dress Guidelines for State Officers

## Females

Official FFA Association Jacket  
Black straight skirt/slacks  
White shirt  
Official FFA scarf  
Light black nylons  
Black shoes

## Males

Official FFA Association Jacket  
Black pants  
White shirt  
Official FFA tie  
Black socks  
Black shoes

A professional appearance goes beyond the clothes you have on. While it is pertinent that State FFA Officers own official dress and wear it properly it is also important that State FFA Officers understand the importance of an all-around professional appearance that compliments official dress.

## **Females**

- Hairstyles must be neat and professional, with a natural color (no green, blue, etc.)
- Barrettes or hair accessories need to be conservative and compliment official dress.
- Skirts should be at the knee or slightly below. They should fit properly, not too tight.
- Skirts should not have ruffles or high-cut slits.
- Black dress slacks should fit properly, not too tight.
- Nylons should be black and see-through, rather than a thicker black.
- Shoes should be a solid black pump with a comfortable heel

## **Males**

- Hairstyles should be neat and professional.
- The face should be clean shaven with no beard or mustache.
- Sideburns should be neatly trimmed and may not extend below the bottom of the earlobe.
- Shoes should always be polished.
- No earrings **Males**
- There should be no pins worn on the State FFA Association jacket.
- The State FFA Degree charm should be displayed on a gold chain.
- White shirts need pointed collars to wear with a tie or scarf.
- Use jewelry in moderation.
  - There should be no class rings other than your own worn.
  - Only one ring per hand should be worn at the maximum.
  - Females may wear earrings that are not too large or distracting. -No facial piercings.
- Keep your clothes wrinkle free and lint free. Carry a lint brush in your car. Bring an iron on overnight trips if needed.

Please be aware of your appearance. Make sure shirts are tucked in, scarves and ties are in place, jackets are zipped, etc. You are the image of Maryland FFA! **Look Sharp!**

**Notice:** Additional body charms and tattoos will be considered by the nominating committee; however, Maryland FFA Officers will not acquire facial piercings or tattoos on the face, neck or arms during their year as a state officer. Research shows this is perceived by an overwhelming majority in education, business and industry as unprofessional.

# Anticipated Expenses/Using the Expense Report

State Officers will be reimbursed for the following expenses:

1. Mileage at \$.54 per mile for the following commute on *staff approved* obligations from their home/on-campus housing to the following destinations:
  - a. Chapter Visits and Special Events
  - b. Work and Meetings at the State Office
  - c. Maryland FFA Alumni Meetings
  - d. Maryland FFA Association Board Meetings
  - e. Maryland FFA Foundation Board Meetings
  - f. Maryland Council for Agricultural Education Meetings
  - g. Maryland Agriculture Teachers' Association Conference
  - h. Regional Career & Leadership Development Events
  - i. Big Eastern States Exposition
  - j. Maryland State Fair
  - k. National FFA Convention & Expo
  - l. Maryland Taste of Agriculture
  - m. Maryland FFA Day in Annapolis
  - n. National FFA Week Activities
  - o. Business and Industry Visits
  - p. Required State Officer Trainings
2. A conservative lunch during chapter visits and other approved one-day activities where a lunch is not already provided. Other meals for overnight trips should be approved by state staff prior to requesting reimbursement.
3. One complete set of Official Dress. More than one set of shirts and pants/skirts are needed, but the financial obligation falls on the State Officer.
4. Workshop Materials Including:
  - a. Note cards and paper
  - b. Markers
  - c. Poster boards/Flip Charts

Workshop materials should be kept and reused until new materials are needed. If the program has the materials needed, use them before using association-purchased materials.

State Officers must receive approval from State Staff to deviate from these policies and to confirm that the requested reimbursement is valid. Expense Reports, with receipts for all purchases will be submitted to the Executive Director on the 30<sup>th</sup> of each month.

**MD FFA State Officer Code of Conduct:**

If elected to State FFA Office, I will:

1. Dedicate myself to serve all members of the Maryland FFA Association for my term of office for one year.
2. Be totally committed in promoting and advocating for the Maryland FFA and Agricultural Education by limiting my enrollment in college courses, and employment which could interfere with my responsibilities.
3. Serve as a member of the officer team always maintaining a cooperative attitude.
4. Attend all meetings and activities promptly and in appropriate FFA dress.
5. Maintain and protect my health and wellbeing.
6. Remain single, free of military commitments that would interfere with my obligations as a State Officer.
7. Continue to expand my knowledgeable of the agriculture industry, Agricultural Education and the FFA.
8. Work diligently to develop myself into an effective public speaker and project a positive image of FFA.
9. Write letters, thank you notes, reports and other correspondence in a timely manner.
10. Strive to improve my ability to communicate effectively with individuals of all ages and walks of life.
11. Be willing to take and follow instructions as directed by those responsible to me.
12. Accept constructive criticism of my performance from my team and state staff, in order to improve myself.

**State Officer Code of Ethics, I will:**

- a. Forego all alcohol, drugs, and tobacco while involved in official and unofficial FFA activities.
- b. Treat all FFA members equally and with respect.
- c. Behave in a manner which conveys and commands respect without any air of superiority.
- d. Maintain dignity while being personable, concerned and interested in others.
- e. Avoid places or activities which in any way would raise questions as to my moral character or conduct.
- f. Consider personal relationships as secondary to officer responsibilities.
- g. Use wholesome language in all speeches and informal conversations.
- h. Maintain proper dress and good grooming for all occasions.
- i. Avoid participation in and actively discourage any conversations which belittle or downgrade others.

**Termination of office:** I will be responsible for reimbursing the Maryland FFA Association should I fail to complete my designated term of office through either:

- a. Resignation for non-medical reasons.
- b. Failure to follow the FFA Code of Ethics and/or State Officer Contract.

For each day remaining in the resigning officer's term, the MD FFA Association shall be paid .35% of the actual cost incurred in the training and support of that officer.
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