**Kenedy FFA Chapter: Officer Meeting Outline**

Date of Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Highlighted items need to be attached to this sheet and turned in before you leave.

Officer Attendance: (if absent, include a reason why)

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_, President- | \_\_\_\_\_\_\_\_\_\_\_\_\_, Treasurer/Sentinel- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_, V.P.- | \_\_\_\_\_\_\_\_\_\_\_\_\_, Reporter- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_, Secretary- | \_\_\_\_\_\_\_\_\_\_\_\_\_, Jr. FFA Coordinator- |

Planning for our next FFA Meeting (Includes all officers working together):

Secretary:

* Create an agenda for our next meeting-attach to this sheet when finished
* Meetings should always include at least a short, fun activity. What will our fun activity be for this meeting?
* What business do we need to address?
* What can we ask FFA members to help us do at this meeting? (Put them to work!)

Divide and Conquer for the rest:

Secretary:

Please type and turn in the minutes from the last chapter meeting.

If any thank you notes need to be sent, please write them today.

Sentinel/Treasurer: For our upcoming chapter meeting:

* What will we eat? ­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* How much will this food cost? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do we have this amount of money available? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Who will be shopping/bringing each item? And When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President/Vice President: What event is upcoming on the calendar? See your advisor for this. Please spend some time planning for this event. Provide an update for your advisor (at least 5 bullet points that tells me what was accomplished). Delegate tasks as necessary and note what was delegated and to whom. Turn in your update to your advisor (attach to this sheet).

President: Please be sure to go around the room and speak to each individual officer. Find out what they need help with. Find out if they plan to be at the upcoming events. Do whatever needs to be done to ensure that the other officers finish their tasks. You should be working the hardest of everyone.

Report any problems that need to be addressed here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reporter: Please find a picture and write a short summary of our last event. Please send this information to Ms. Beall and Gunner. Please also include a short summary of our next event.

attach it to this sheet.

Vice President: Have you helped create the calendar for next month? If not, please do so today. Attach it to this sheet.

Treasurer:

* What is the next event that will require money (meeting, social event, community service, etc)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* How much money will we need? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Do we have enough money to cover it? If not, how will we get that money?

Sentinel:

* Is the classroom clean? If not, please coordinate a cleaning effort. Initial when done. \_\_\_\_\_\_\_\_\_\_\_\_

Secretary:

* Be sure that this form is complete, and please turn in to your advisor. Once this is done, everyone may leave. Great Work!!