***Area Officer Advisor Duties***

**Area Coordinator – Jerome Tymrak**

*SLC (State Leadership Conference)*

* Pays fees

*ALC (Area Leadership Conference)*

* Coordinates with camp site to set date
* Pays fees for camp
* Submits all needed items to HLSR to receive grant
* Handles setting up registration on Judging Card website

*Greenhand Camp*

* Handles setting up registration on Judging Card website

*Area LDE*

* Orders all awards
* Coordinates with contest site to select date and facilities to be used

*Area CDE*

* Orders all awards
* Coordinates with contest site to select date and facilities to be used

*Area Convention*

* Orders officer plaques and parent appreciation plaques
* Coordinates speaking events and degree check
* Coordinates with contest site to select date and facilities to be used
* Selects menu for the banquet

**Area Advisory Committee President – Ferny Rodriguez**

*Area Banquet*

* Secure AEP representative to attend banquet and get biography by May 1st to Mia Balko for placement in banquet program
* Secure guest speaker for banquet and get biography to Mia Balko by May 1st for placement in script
* Coordinate with Jerome for appreciation plaque for AEP

**Area Leadership Development Coordinator (ALDC) – Mia Balko**

*SLC (State Leadership Conference)*

* Serves as female chaperone
* Coordinate travel to and from SLC with co-advisor
* Makes hotel arrangements in case of travel to SLC being longer than 3 hours
* Coordinates with officers to ensure timely registration from SLC
* Attends SLC with officers
* Responsible for attending all SLC sessions regarding facilitation training
* Responsible for attending all SLC sessions regarding ALC planning

*ALC (Area Leadership Conference)*

* Coordinates location and meeting time for camp planning meeting held the Thursday prior to ALC
* Responsible for supervision of campers at all sessions, to include dance
* Responsible for contacting shirt company with shirt design and sizes needed
* Responsible for printing camper names on camp certificate
* Responsible for printing cover page, area officer information, schedule, and camp rules for camper’s folders
* Responsible for setting camp schedule, breakout schedule and locations in coordination with the area officers and the co-advisor that attends SLC
* Set district president agenda
* Bring FFA and American flag

*State Convention*

* Limited interaction at state convention due to Nominating Committee duties

*National Convention*

* Coordinates with officers to ensure timely registration for National Convention
* Assists with finding flight arrangements to and from National Convention
* Assists with securing ground transportation to and from the airport for National Convention
* Travels with officers as a Texas FFA delegate coordinator on years that Area 10 is responsible for those duties

*Greenhand Camp*

* Responsible for setting date and location in conjunction with Area officer advisors
* Responsible for securing curriculum from Texas FFA and passing on to Area officers in a timely manner
* Responsible for contacting shirt company with shirt design and sizes needed

*Area LDE*

* Opening ceremonies
* Organizing awards

*Area CDE*

* Opening ceremonies
* Organizing awards

*Area Convention*

* Responsible for updating and developing material for convention and banquet script
* Responsible for area officer selection process
* Responsible for ensuring that balloting is done properly
* Responsible for ensuring that script is sent to advisors creating convention program and banquet program in a timely manner

**Area President Advisor/Co-Area Leadership Development Coordinator – Odem FFA**

*SLC (State Leadership Conference)*

* Coordinate travel to and from SLC with ALDC
* Attends SLC with officers
* Responsible for attending all SLC sessions regarding facilitation training
* Responsible for attending all SLC sessions regarding ALC planning

*ALC (Area Leadership Conference)*

* Attend Thursday planning meeting if attended SLC
* Responsible for printing camp certificate and having area officers sign them prior to the start of ALC
* Purchase the following supplies:
  + Happy gram folders (6X9 manila for campers; large white for area & state officers)
  + Blue painters tape ( NO CLEAR TAPE allowed)
  + Markers if needed
  + Colored paper for happy grams (if needed)
* Bring area president boxes

*State Convention*

* Attends Area officer breakfast held on Tuesday at 7 AM during state convention
* Responsible for coordinating the area caucus
* Responsible for monitoring delegate floor
* Responsible for coordinating with Area officers to purchase noise makers for delegate body
* Ensure ethical behavior of Area officers during election proceedings
* Handle ballots and election proceedings with high moral and ethical standards for advisors and area officers

*National Convention*

* Ensures that their Area officer completes all paperwork and payments in a timely fashion

*Greenhand Camp*

* Responsible for setting date and location in conjunction with Area Leadership Development Coordinator and other Area officer advisors
* Ensure that there are enough supplies such as markers and sticky name tags
* Responsible for printing camp certificate and having area officers sign them prior to the start of GH camp
* Bring Area president boxes for supplies and props

*Area LDE*

* Ensure Area officer is in attendance even if they are not competing

*Area CDE*

* Ensure Area officer is in attendance even if they are not competing

*Area Convention*

* Responsible for contacting district president advisor to notify them of duties at the delegate tables
* Responsible for securing someone to deliver welcome at 1st session of Area convention. Name and biography must be given to Mia Balko by May 1st in order for it to be placed in the script and the convention program.
* Responsible for securing 4 reliable advisors for electronic delegate check-in.

**Area 1st VP Advisor – Karnes City FFA**

*SLC (State Leadership Conference)*

* Attends SLC with officers in the event the presidents advisor can’t attend

*ALC (Area Leadership Conference)*

* Attend Thursday planning meeting if attended SLC
* Responsible for setting banquet agenda, printing banquet program prior to ALC, setting up for the banquet, ensuring area officers know the agenda and their role in the banquet

*State Convention*

* Responsible for monitoring delegate floor
* Responsible for coordinating with Area officers to purchase noise makers for delegate body
* Ensure ethical behavior of Area officers during election proceedings
* Handle ballots and election proceedings with high moral and ethical standards for advisors and area officers

*National Convention*

* Ensures that their Area officer completes all paperwork and payments in a timely fashion

*Greenhand Camp*

* Responsible for setting date and location in conjunction with Area Leadership Development Coordinator and other Area officer advisors

*Area LDE*

* Ensure Area officer is in attendance even if they are not competing

*Area CDE*

* Ensure Area officer is in attendance even if they are not competing

*Area Convention*

* Responsible for contacting district president advisor to notify them of duties at the delegate tables
* Responsible for creating and printing copies of Area convention program according to script provided by the Area Leadership Development Coordinator

**Area Secretary Advisor – Sharyland Pioneer FFA**

*SLC (State Leadership Conference)*

* Attends SLC with officers in the event the President or 1st VP advisor can’t attend

*ALC (Area Leadership Conference)*

* Attend Thursday planning meeting if attended SLC
* Responsible for chaperoning dance and being in contact with Zephyr staff regarding set up of speakers and other DJ equipment

*State Convention*

* Responsible for monitoring delegate floor
* Responsible for coordinating with Area officers to purchase noise makers for delegate body
* Ensure ethical behavior of Area officers during election proceedings
* Handle ballots and election proceedings with high moral and ethical standards for advisors and area officers

*National Convention*

* Ensures that their Area officer completes all paperwork and payments in a timely fashion

*Greenhand Camp*

* Responsible for setting date and location in conjunction with Area Leadership Development Coordinator and other Area officer advisors

*Area LDE*

* Ensure Area officer is in attendance even if they are not competing

*Area CDE*

* Ensure Area officer is in attendance even if they are not competing

*Area Convention*

* Responsible for contacting district president advisor to notify them of duties at the delegate tables
* Responsible for creating and printing copies of Area banquet program according to script provided by the Area Leadership Development Coordinator

**Area Treasurer Advisor – Eagle Pass FFA**

*SLC (State Leadership Conference)*

* Attends SLC with officers in the event the President, 1st VP or secretary advisor can’t attend

*ALC (Area Leadership Conference)*

* Attend Thursday planning meeting if attended SLC
* Purchase name tags (No sticky name tags; check supply box to see how many are needed)

*State Convention*

* Responsible for monitoring delegate floor
* Responsible for coordinating with Area officers to purchase noise makers for delegate body
* Ensure ethical behavior of Area officers during election proceedings
* Handle ballots and election proceedings with high moral and ethical standards for advisors and area officers

*National Convention*

* Ensures that their Area officer completes all paperwork and payments in a timely fashion

*Greenhand Camp*

* Responsible for setting date and location in conjunction with Area Leadership Development Coordinator and other Area officer advisors

*Area LDE*

* Ensure Area officer is in attendance even if they are not competing

*Area CDE*

* Ensure Area officer is in attendance even if they are not competing

*Area Convention*

* Responsible for contacting district president advisor to notify them of duties at the delegate tables
* Responsible for coordinating with area officers and creating the parent salute video for the Area banquet. Officers are limited to a 1 minute speech for the video. Examples are available for viewing.

**Area Reporter Advisor – San Perlita FFA**

*SLC (State Leadership Conference)*

* Attends SLC with officers in the event the President, 1st VP, secretary or treasurer advisor can’t attend

*ALC (Area Leadership Conference)*

* Attend Thursday planning meeting if attended SLC
* Responsible for taking pictures during all sessions of camp, including rec time and putting together a slideshow for the last session of ALC

*State Convention*

* Responsible for monitoring delegate floor
* Responsible for coordinating with Area officers to purchase noise makers for delegate body
* Ensure ethical behavior of Area officers during election proceedings
* Handle ballots and election proceedings with high moral and ethical standards for advisors and area officers

*National Convention*

* Ensures that their Area officer completes all paperwork and payments in a timely fashion

*Greenhand Camp*

* Responsible for setting date and location in conjunction with Area Leadership Development Coordinator and other Area officer advisors

*Area LDE*

* Ensure Area officer is in attendance even if they are not competing

*Area CDE*

* Ensure Area officer is in attendance even if they are not competing

*Area Convention*

* Responsible for contacting district president advisor to notify them of duties at the delegate tables
* Responsible for coordinating with area officers and creating the chapter salute video for the Area banquet. Officers are limited to a 1 minute speech for the video. Examples are available for viewing.

**Area Sentinel Advisor – Academy Pride FFA**

*SLC (State Leadership Conference)*

* Attends SLC with officers in the event the President, 1st VP, secretary, treasurer or reporter advisor can’t attend

*ALC (Area Leadership Conference)*

* Attend Thursday planning meeting if attended SLC
* Bring station markers for use during opening ceremonies, banquet and closing ceremonies

*State Convention*

* Responsible for monitoring delegate floor
* Responsible for coordinating with Area officers to purchase noise makers for delegate body
* Ensure ethical behavior of Area officers during election proceedings
* Handle ballots and election proceedings with high moral and ethical standards for advisors and area officers

*National Convention*

* Ensures that their Area officer completes all paperwork and payments in a timely fashion

*Greenhand Camp*

* Responsible for setting date and location in conjunction with Area Leadership Development Coordinator and other Area officer advisors

*Area LDE*

* Ensure Area officer is in attendance even if they are not competing

*Area CDE*

* Ensure Area officer is in attendance even if they are not competing

*Area Convention*

* Responsible for contacting district president advisor to notify them of duties at the delegate tables
* Bring station markers for use at convention and banquet

In the event that the Area president’s advisor cannot attend SLC, the Area Leadership Development Coordinator will go down the list of advisors (in order of office) until a male advisor is available to attend. The advisor who attends SLC will then be the Co-Area Leadership Development Coordinator for that year and will swap duties with the Area President’s advisor.

I have read and agree to uphold the duties assigned to me as an Area officer advisor. If I cannot fulfill my duties I understand that it is my responsibility to find a suitable replacement to fulfill the duties assigned to me.

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*Printed Name Signature Date*

**Area Leadership Development Coordinator position summary (as per Texas FFA)**

The primary responsibility of this position is to develop and implement strategies and tactics to maximize the potential of the organization’s student officer and local leadership programs.

**Area Leadership Development Coordinator Expectations and Outcomes**

* Participate in Texas FFA training workshops, webinars, and conference calls concerning student officer activities
* Facilitate training and coaching of officers within Texas FFA Association’s area officer training continuum
* Facilitate effective student-led decision-making processes within the parameters of the overall FFA mission, state and area policies, and area fiscal policies and procedures.
* Assist the officer team in developing team goals and individual officers in developing personal performance benchmarks, and facilitate effective performance, self-reflection, and assessment.
* Assist officers in developing and delivering workshop and conference content designed to strengthen the local leadership development efforts via chapter program of activities.
* Assist officers in developing remarks, greetings, and speeches which provide for motivation and inspiration of members and advocacy of agricultural education/FFA and of American/Texas agriculture.
* Facilitate student-led efforts to create, write, memorize and execute convention scripts for the area convention.
* Foster within student officer teams a culture of servant leadership, excellence and a focus on FFA mission and values.
* Effectively manage relationships between student officers, maintain confidentiality related to sensitive student matters and balance student officer supervision with student officer rapport.
* Supervise area delegate functions including selection and travel preparation for national delegates.
* Assist State FFA Leadership Development Coordinator in the implementation of conferences related to the Texas FFA Leadership Development Continuum.