

Proposed changes to ARTICLE VI. JOB DESCRIPTIONS

Motion: Update the job description for each office of the Kiel FFA Alumni Board and add a description for each office that did not previously have one.

Justification:

- a) Existing job descriptions are vague and in some cases outdated. The proposed jobs descriptions are more specific and in line with current state and national FFA Alumni board descriptions.
- b) There were no job descriptions for the offices of past-president, director or advisor. Job descriptions are proposed for each office.

Existing job descriptions are in black font and stricken out.

Proposed job descriptions appear in red font:

President: ~~The president shall preside at all meeting of the alumni council. In his/her absence the vice president or any duly elected member of the alumni council may be designated as a temporary president to preside at such meeting. The president shall be the principal executive officer of the alumni and shall be general supervisor and control all business and affairs of the alumni.~~

PRESIDENT RESPONSIBILITIES

- Conduct all meetings
- Develop an agenda for each meeting
- Serve as official contact for the Alumni
- Serve as ex-official chairman for all committees
- Serve as liaison between Ag instructor and the Alumni
- Represent affiliate on official business
- Follow the constitution, bylaws, and other standing rules of the organization
- Make sure that other officers fulfill their duties and responsibilities

Vice-President: ~~The voice chairperson shall, in the absence of the alumni or in the event of his/her inability to act, perform all stated duties of the office of alumni chairperson and when so acting shall have all powers of and be subject to all the restrictions placed on the office of chairperson. The vice chairperson shall perform such other duties as from time to time be assigned to him/her by the alumni and shall keep minutes of the meetings.~~

PRESIDENT RESPONSIBILITIES

- Serve as the membership chairman if needed
- Oversee the award application completion process if needed
- Learn President's responsibilities and duties

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Secretary: ~~The secretary shall handle all official correspondence of the alumni and shall keep minutes of the meeting.~~

SECRETARY RESPONSIBILITIES

- Take minutes of the meetings have posted on Website
- Maintain official records including those of the constitution and bylaws
- Keep record of all correspondence, mailings and documents
- Send thank you messages and other greetings to members
- Organize the LTC Tractor Safety Course Scholarship Program

Treasurer: ~~The alumni treasurer shall manage the financial affairs of the alumni and shall be custodian of its funds, copy their ledge of deposits and expenses per month for the council. The treasurer and 2 council members shall do an audit of the checkbook at the January meeting before the new officer takes over.~~

TRESURER RESPONSIBILITIES

- Maintain financial records of the affiliate
- Pay bills and deposit income
- Provide financial reports to Alumni members at each meeting
- Responsible for completing any tax form obligations and other fees, permits, or licenses
- Maintains Complete Member roster-along with their contact information (emails, phone numbers, addresses)
- Send in Affiliate dues
- Maintain the P.O. Box

Historian: ~~The historian will be the steward of the camera and responsible to take archive photos. He/She will be responsible to oversee the work done of the scrapbook, if the Board decides to do one. Compile information assemble and organize collectors of photos, article, activate per a year.~~

HISTORIAN RESPONSIBILITIES

- Take pictures or assign a photographer for each event
- Compile/assemble/complete an FFA Alumni Portfolio/Memory Book for the Alumni's History-which consists of Newspaper articles, photos, event activities summary of each event per calendar year
- Maintain historical records

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Reporter: ~~The reporter will be responsible to create an electronic newsletter 4 times per year.~~

REPORTER RESPONSIBILITIES

- Compose/assemble Alumni newsletter 4x per calendar year
- Send newsletters via email
- Submit articles/stories to media
- Help Historian Maintain Alumni Portfolio/Memory Book
- Send articles to State Alumni Association
- Work with FFA Chapter reporter on FFA Week activities
- Leads Marketing for the organization/events
- FFA Banquet Awards Sponsorship coordinator-mails out Sponsorship request letters for FFA Awards Banquet
- Leads planning for FFA Annual Alumni Banquet-reserves facility, mails invitations, meal planning

New job descriptions for board positions that did not previously have descriptions:

DIRECTOR RESPONSIBILITIES

- Learn more about serving as an officer
- Develop promotional ideas to increase public and school relations

PAST PRESIDENT RESPONSIBILITIES

- Provides institutional knowledge and experience to the Board
- Assists the President as needed and/or requested
- Seeks the council and advice of other past presidents
- Responsible for keeping the lines of communication open with the past leaders of the organization
- Updates frequently the contact information of the past presidents

ADVISOR RESPONSIBILITIES

- Inform Alumni membership of Ag department and FFA activities
- Inform Alumni of any FFA/FFA Alumni news, activities, or changes
- Meet with Alumni officers/members on a regular basis
- Support Alumni efforts
- Serve as a liaison between the FFA and FFA Alumni
- Inform group about local, state, and national concerns