AREA VIII OFFICER DUTIES

PRESIDENT

1. Preside over all Area meetings and functions.

2. Assisting and oversee the securing of all judges for Area LDE’s.

3. Be at Area LDE’s, Greenhand Conference, Leadership Conference, and Banquet to coordinate all activities.

4. Call and preside over Area Convention planning meeting during the end of March or first of April to set committee assignments as presented by District Presidents.

5. Be at Area Convention to preside over teachers meeting, coordinate all activities, and see that the Area Coordinator has all information to fill out with all necessary forms that must be turned into Austin.

6. Call and preside over Area Advisory Committee meeting held in June.

7. Preside over Area meetings at State Conference and see that the Area Coordinator has all information to complete all forms to be turned in to Austin.

# VICE PRESIDENT

1. Preside over meetings when the President is not present.

2. Observe all duties of the President in preparation for the next year.

3. Introduce guests and new teachers at State Conference.

4. Be at Area Convention, LDE, Area Banquet, and Greenhand Conference to assist with registration and oversee activities.

# SECRETARY

1. Keep a record of all business during meetings and distribute information to district presidents.

2. Observe all duties of the President and Vice President in preparation for their term in that office.

3. Be at Area Convention, LDE, Area Banquet, and Greenhand Conference to assist with registration and oversee activities.

# TREASURER

1. Be at Area Convention, Area LDE, Area Greenhand Conference, Area Banquet, and Area Leadership Conference to assist with registration and oversee activities.

2. Observe all duties of the President, Vice President, and Secretary in preparation for their term in that office

# STUDENT ACTIVITY DIRECTOR

1. Receive the travel itinerary for State Officer’s travel in Area VIII and solicit schools for particular dates.

2. Prepare a list of dates and schools to provide to Texas FFA and post on the Area website for teachers to see.

3. Notify schools one week prior to State Officer’s travel in the Area.

4. Supervise students at Area Convention that are not involved in other activities.

5. Be at Area Convention, LDE, Area Banquet, and Greenhand Conference to assist with registration and oversee activities.

6. Observe all duties of the President and Vice President, Secretary, and Treasurer in preparation for their term in that office

# AREA COORDINATOR

1. Distribute information from Texas FFA, VATAT, and other entities that are deemed essential.

2. Assimilate all important business information to other Area Officers and District Officers.

3. Order all Area LDE materials from Sam Houston University.

3. Keep records of Area business and attend Area Banquet, Convention, and LDE’s.

4. Order all plaques for LDE’s, CDE’s, Area Convention, Area Banquet, and Area President’s Retiring Plaque.

5. Confirm registration for participants at the Area Banquet, Greenhand Conference, LDE’s, Convention, and Summer camps.

6. Be at Area CDE’s to receive Area results and to certify State-qualifying teams.

7. Prepare all programs for the Area Banquet.

8. Prepare and turn in to Austin all information from Area Convention and State Conference.

9. Create forms and documents as needed by the Area.

10. Help coordinate Area activities and assist the Area Officers as needed.

11. Attend all other meetings as needed.

12. Secure locations, prepare nametags, order T-shirts, and set up Community service for Area Leadership Conference.

13. Keep a record of all district and area receipts and disbursements.

14. Communicate with President on those chapters that have not paid their dues by deadline.

15. Have a financial report prepared for the Area Advisory Committee meeting in June.

16. Have a financial report printed out to pass out at the State Conference.

17. This report should contain all district and area receipts and disbursements broken down into each area activity.

18. Work with Executive Committee on decisions made about area finances.

19. Pay all district bills as directed by District Presidents and area bills in a timely fashion

20. Pay each school that sponsors an Area VIII activity a $100.00 set up and clean up fee.

21. Prepare packets for State Conference, which includes an agenda, teacher information sheet, minutes of Area Advisory Committee meeting, and treasurers report.

22. Receive and keep a record of district and area dues and rosters.

All Officers according to the Area Constitution will rule on any questions that are not referred to in any rules or Policies.