

2024-2025 STATE OFFICER CODE OF CONDUCT



1. Print this form
2. Review all expectations
3. Initial every page
4. Obtain all signatures
5. Upload to AET application
6. Keep a copy for your records

CHAPTER CANDIDATES

A chapter is limited to a maximum of two applications each year. If a chapter has more than 75 high school members, they may send three applications; however, only two may be selected to go to the state level.

CANDIDATE REQUIREMENTS

The candidate must be an active member in good standing, have or be receiving the State FFA Degree, and meet the requirements for active membership during the time they serve as a state officer. They may not have been elected to state office in the past and must be either a high school senior who will graduate at the end of the current school year or a high school graduate with enough remaining membership eligibility to serve. This means the candidate must run for state office no later than the second state convention following graduation from high school. Active membership terminates on November 30, following the fourth national convention after graduating from high school.

APPLICATION

All of the following must be completed and submitted through AET by the deadline published on <https://michiganffa.org/association/calendar/>.

Complete the Michigan FFA Officer Application in AET:

- 1. Cover**
- 2. Membership Check**
- 3. Supporting Records**
- 4. SAE Information**
- 5. Essay Questions:**
 - a. What are your three goals as an FFA officer?
 - b. What qualities do you possess that will make you successful as an FFA officer?
 - c. What are two areas of self-improvement you would like to work on during your year of service?
 - d. Why do you want to become an FFA officer?
- 6. Résumé**
- 7. Photo (Headshot in Official Dress):**
 - a. The application will automatically pull your AET profile photo. You are welcome to upload a different headshot if you like.
- 8. Bio**
 - a. Provide a personal summary of your background, FFA involvement, summary of your SAE, and future plans. How do they relate to your experience in agricultural education?
 - b. Bio will be provided to voting delegates at convention as written.
- 9. Uploads/Attachments**
 - a. Letter of recommendation from your FFA advisor
 - i. Upload to AET
 - b. State Officer Code of Conduct:
 - i. Print State Officer Code of Conduct (this form) from <https://michiganffa.org/association/applications/>
 - ii. Get all necessary signatures
 - iii. Upload signed document to AET
- 10. Print Application**
 - a. When finalized, be sure to select: Complete/Save Your App
 - b. Your agriscience teacher must then add your application to the submission list in AET for it to be submitted to the state:
 - i. Submission List: MI State Officer Candidates

MANDATORY EVENTS FOR 2024-2025 STATE OFFICERS

Dates are subject to change.

| INTERVIEW DATES | | |
|---|---|------------------|
| February 1, 2024 | Regional Level - State Officer Interviews | Varies by Region |
| February 9-11, 2024 | State Level - State Officer Interviews | Lansing, MI |
| February 28-March 1, 2024 | State Convention (Newly-elected officer meeting immediately following the final session) | MSU |
| EVENT DATES | | |
| March 13, 2024 5:00 p.m. - 7:30 p.m. | New State Officer Orientation | Virtual |
| April 19, 2024 | State FFA Career Development Events (Team meeting following conclusion of Ag Skills Contests) | MSU |
| April 26-28, 2024 | State Officer Base Camp (State Officer Guardian Meeting – on final day of training) | Lansing, MI |
| June 4-6, 2024 | Checkpoint #1 – Facilitation Training | Lansing, MI |
| June 25-27, 2024 | SLCCO/SLCRO Preparation | MSU |
| July (TBD), 2024 | Foundation Business & Industry Tour | TBD |
| July 22-26, 2024 | State Officer Summit (President & Vice President) | Washington, D.C. |
| July 31-August 1, 2024 | State Leadership Conference for Chapter and Regional Officers (SLCCO/SLCRO) | Lansing, MI |
| August 15-16, 2024 | Chapter Visit Workshop Writing | Virtual |
| August 19-20, 2024 | Checkpoint #2 – Public Speaking Training | Lansing, MI |
| September 7, 2024 | Team Chapter Visit Practice | Lansing, MI |

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|---|---|------------------------|
| September 12, 2024 4:00 p.m. - 8:00 p.m. | Michigan FFA Association Board of Directors' Meeting | MSU |
| September 13, 2024 <i>Attend around class schedule</i> | Practice Chapter Visit | Local Chapter - TBD |
| October 9-10, 2024 <i>Attend around class schedule</i> | Fall Leadership Conference | Lansing, MI |
| October 20-26, 2024 | National FFA Convention | Indianapolis, IN |
| November 5-8, 2024 <i>Attend around class schedule</i> | Broiler Contest | Fowlerville, MI |
| December 5, 2024 4:00 p.m. - 8:00 p.m. | Michigan FFA Association Board of Directors' Meeting | MSU |
| December 13-15, 2024 | State Officer Retreat | South Haven, MI |
| January 22-23, 2025 | District Leadership Contest | Varies by District |
| January 30, 2025 | Regional Level - State Officer Interviews | Varies by Region |
| February 5-6, 2025 | Regional Leadership Contest | Varies by Region |
| February 7-9, 2025 | State Level - State Officer Interviews | Lansing, MI |
| February 13, 2025 4:00 p.m. - 8:00 p.m. | Michigan FFA Association Board of Directors' Meeting | MSU |
| February 21-25, 2025 | State Convention Practice | MSU |
| February 26-28, 2025 | State Convention | MSU |
| April 10, 2025 1:00 p.m. - 5:00 p.m. | Set Up for State CDEs | MSU |
| April 11, 2025 | State FFA Career Development Events | MSU |
| April 17, 2025 4:00 p.m. - 8:00 p.m. | Michigan FFA Association Board of Directors' Meeting | MSU |
| May 4-6, 2025 | State Officer Capstone | TBD |

Other activities as required by the State FFA Association, include but are not limited to:

- Officers are expected to participate in monthly virtual team meetings and check-ins with state staff
- Officers are expected to work in the FFA Office a minimum of four hours per week during the school year
- Officers are expected to conduct approximately 10-12 chapter visits throughout the fall semester
- Officers are expected to prepare for state convention by participating in approximately 12 writing workshops and practices that take place on weekends throughout the year (a separate schedule of these dates will be provided in late summer)
- Officers are expected to attend other events as requested, including but not limited to banquets, regional camps, and business and industry visits

I understand that my participation in the above events is mandatory. Any and all conflicts with these dates, must be discussed with Michigan FFA State Staff before this Code of Conduct is signed and submitted.

Print Candidate Name

Signature of Candidate

Date

Signature(s) of Candidate's Guardian(s)

Date

Signature(s) of Chapter FFA Advisor(s)

Date

COMMITMENT FORM

Being elected to Michigan FFA State Office is making a commitment to service that is unique to most student organizations. In addition to serving and representing more than 8,500 FFA members, you will represent the image and direction of the Michigan FFA Association to teachers, state staff, teacher educators, agricultural industry executives, government leaders, the media, and the general public. You will also be a teammate to 11 other officers.

There are four keys to performing the role of a Michigan FFA State Officer successfully. Those who commit their time, energies, and passions toward learning, living, and modeling these four keys of success will not only successfully complete their term of service, they will move toward excellence. The following is a summary of each key to being a successful state officer with established procedures that help achieve each key to success. The primary purpose of this text is to convey the intent and spirit of each key. The newly elected officer team will develop additional procedures for each of these keys to success with their teammates, state staff, mentors, and coaches during their training period.

The Michigan FFA Association believes deeply in the following policies and guidelines for state officers, from the day this Code of Conduct is signed until June 30th of the following year after their election. This is interpreted by the Michigan FFA Association to mean 24 hours a day, seven days a week. Thus, failure to adhere to any of the following policies can result in an officer's immediate dismissal from their duties and responsibilities as a Michigan State FFA Officer.

FOUR KEYS TO SUCCESS AS A MICHIGAN FFA STATE OFFICER

1. Preserve the Image

Michigan FFA state officers are committed to upholding a positive and professional image during their entire year of service. This includes communicating and representing the Michigan FFA Association appropriately 24 hours a day, seven days a week during their time as an officer. To fulfill this role, an officer should strive to project a professional image, proper etiquette, positive media interaction, and promote diversity.

- Michigan FFA state officers will forego all alcohol, tobacco, and illegal substances at all times from the day the officer is selected until June 30th of the following year after their election. The Michigan FFA Association maintains a zero-tolerance policy on the use of these substances and not adhering to this policy will result in removal from office.
- Attend all required meetings, activities, and events as required by the Executive Secretary, State FFA Advisor, and/or Michigan FFA Board of Directors throughout their year of service. In the event an officer is not able to attend a required function due to an emergency or a legitimate, worthwhile conflict as agreed upon by the state officer team and state staff, they have the sole responsibility of contacting the appropriate state staff personnel to receive approval for their absence prior to missing the function.
- Avoid inappropriate relationships or contact with other FFA members—including other current state officers or minors within the organization without parental approval.
- Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
- Use wholesome and appropriate language in all speeches and informal conversations.
- Maintain proper dress and be well-kempt for all occasions.
- Agree to a social media background check that will be conducted by a third-party entity.

Failure to adhere to the above policies can lead to immediate dismissal from your state officer position and responsibilities.

The remaining three keys are guidelines for all officers and failure to adhere could warrant limitations being set on your role as a Michigan FFA state officer and/or the possible removal from office.

2. Balancing Act

Michigan FFA state officers must also include personal health, wellness, and stress management as one of their keys to success. A lack of commitment to this will not position themselves to fully serving the members and the Michigan FFA Association. Included in this key commitment are flexibility/adaptability, personal reflection and growth, maintaining your relationships with family and friends, keeping a realistic view of self, and preparing to transition back after your year of service.

- Maintain and protect my health.
- Maintain “above average” scholastic standings and responsibilities (minimum 2.5/4.0 G.P.A.).
- Regularly, and on time, write all letters, thank you notes, emails, and other correspondence, which are necessary and desirable.
- Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.

3. Growing for Service

The training and experiences in this key center around life and time management. An officer should excel in these areas, so that they will be better able to give their full concentration and focus to the present. This includes:

- Logistics Management (use of computer and technology, appropriate management of travel, appropriate use of MSU vehicles, completing vouchers properly and submitting on time, and excellent communication with teammates and state staff).
- Meeting Management (creating and following agendas and required reports, consensus building, bringing people back to task, and keeping focus).
- Life Management (prioritizing, meeting deadlines, and timeliness).
- Financial Management (maintaining your personal finances, understanding, and following program budgets).
- Focus (listening and bridging - connecting conversation topics to FFA key messages/programs).
- Team (understanding roles on team, following the team code of ethics, following the team mission, and following the team vision).
- Be willing to commit the entire year to Michigan FFA officer activities.
- Be willing and able to travel in serving the Michigan FFA Association.
- **Consider FFA officer activities to be my primary responsibility.**

4. Pay it Forward

Service is an important component to an officer's year. The training and experiences in this key will help make service more realistic to the officers and will help them approach their year of service with a plan. This includes focusing on the future value of your current work (Executive Board work, business and industry contacts, chapter visits, regional camps, banquet speeches, etc.), building strategic relationships/partnerships, interacting respectfully with others, conducting workshops in an engaging manner including addressing the needs of participants, and providing leadership that will empower others.

- Strive to improve my ability to carry on meaningful and enjoyable interactions with individuals of all ages and walks of life.
- Exercise the same amount of professionalism to all FFA members; that is treating members equally and without favoritism.
- Conduct myself in a manner that commands respect without any display of superiority.
- Evaluate, periodically, my character and attitudes making every effort to improve myself.
- Work in harmony with fellow Michigan FFA state officers, and engage in conversations and interactions that are not detrimental to others.
- Represent the Michigan FFA Association with pride, exemplary behavior and an enthusiastic and positive attitude.
- Communicate FFA's brand, vision, and strategic plan to others as well as communicating key organizational messages (agricultural education, SAE, FFA, youth issues, and agriculture).

I have read, studied and understand the intent and spirit of the four keys to Michigan FFA state officer success. If elected to office, I will commit to learning and modeling the four keys of success and the team's operating policies and procedures that implement the four keys. I understand that failure to do so may result in limitations being set on my role as a Michigan FFA state officer and/or the possible removal from office by the Michigan FFA Executive Secretary and State FFA Advisor or the Michigan FFA Board of Directors.

I understand that the FFA jacket(s) provided to me by the Michigan FFA Association are the property of the Michigan FFA Association and if at any time during my year of service I am suspended, asked to resign, removed from office or tender my resignation, I will immediately return my jacket(s) to the Michigan FFA Association. I also understand that if I complete my full term of office the FFA jacket(s) provided to me by the Michigan FFA Association will become my property.

Signature of Candidate

Date

Signature(s) of Candidate's Guardian(s)

Date

Signature(s) of Chapter FFA Advisor(s)

Date

Signature of MI FFA Executive Secretary

Date

Michigan FFA State Officer Code of Conduct

Updated: 11/14/23

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Candidate's Initials_____