

WAAE Officer Responsibilities and Duties

Board Approved November, 2015

To be reviewed November, 2020

President Qualifications

1. Must have served as Vice-President of WAAE for two years
2. Must have served as President-Elect of WAAE for one year

Skills & Abilities

1. Preside over all regular meetings of the membership as a whole and the Board of Directors, except in extenuating circumstances
2. Call special meetings of the Board or membership as deemed necessary
3. Keep membership informed as to the state of the organization
4. Keep in close touch with the Executive Director and approve all vouchers if in order
5. Be a delegate leader of all NAAE functions requiring state delegates. These include: Region III Conference, Annual NAAE Convention, and all other special Regional or National meetings.
6. Represent the organization in all official matters
7. Keep abreast of State and National activities affecting Agricultural Education, FFA, State and National FFA Alumni, National Council, Wisconsin Leadership Council for Agriculture Education, Wisconsin Agricultural Education and Workforce Development Council, State and National FFA Foundation
8. Be completely familiar with the Constitution and Bylaws of the State and National Associations (WAAE and NAAE)
9. Respond promptly to communications from NAAE officers and others
10. Appoint dependable key people to special committees. Arrange for committee function during the course of the year
11. Determine and take state problems and/or suggestions to the annual NAAE convention. Such items are logically considered in regional meetings first and then later on the convention floor if supported by the region
12. Assume the responsibility of making a complete report and keeping an accurate record of all presidential activities
13. Keep in touch with other officers, delegate authority to them and make certain that they carry out their responsibilities
14. Provide an opportunity for the state association board of directors to meet at regular intervals
15. Make extensive plans and preparations with the board of directors for the Professional Development Conference
16. Evaluate the state conference and the program of work
17. Attend the Wisconsin FFA Alumni Council meetings when available and send a report to each meeting with the assistance of the Executive Director
18. Serve on Team Ag-Ed and attend yearly face to face meeting usually held in November.
19. Attend Wisconsin FFA Center Board meetings which occur in the November meeting held in conjunction with 212/360, the January meeting held at HalfTime in Stevens Point beginning at 10:00 a.m. on Friday morning, and June held at the PDC conference.
20. Assist the FFA Foundation Board Representative and Executive Director in providing reports for the FFA Foundation meetings.

President-Elect Qualifications:

Serve as Vice-President of WAAE for at least two years

Skills & Abilities

1. Assist the President in conducting the affairs of the organization. Preside over meetings in the President's absence and become acting President in case where the Presidency is vacated
2. Be an ex-officio member of all committees and see that they function
3. Participate in all WAAE Board of Director Meetings.
4. Coordinate the committee structure and operations of WAAE's committee system.
5. Be a delegate at all NAAE functions requiring delegates, such as the NAAE Convention and Regional Leadership workshops
6. Be responsible for the publication of the annual committee reports
7. Appoint general committees for the coming year not covered by the Vice-Presidents
8. Be familiar with the Constitution, Bylaws, Policies, and other items suggested for the President as you will be the next President
9. Facilitate the exhibitor fair at the Professional Development Conference.

10. Serve as a member of the Wisconsin FFA Center Board and attend meetings the November meeting held in conjunction with 212/360, the January meeting held at Half-Time in Stevens Point beginning at 10:00 a.m. on Friday morning, and June held at the PDC conference.
11. Serve as chair of the Finance Committee and organize quarterly meetings to review the budget.

Past-President Qualifications:

Must have held the office of the WAAE President

Skills & Abilities:

1. Assist the President in conducting the affairs of the organization
2. Participate in all WAAE Board of Director Meetings
3. Be a delegate to all National meetings of the organization
 - a. At the National NAAE Convention after he/she has completed all of the required duties, he/she shall receive the "Professional Plaque" for his/her state
4. Be responsible officer in updating the officers' handbook for the coming year
5. Be a member of the Past President's Committee and in five years act as chairperson of that committee
6. Summarize summer conference evaluations
7. Serve as chair of the FFA Center Board of Directors and chair the November meeting held in conjunction with 212/360, the January meeting held at HalfTime in Stevens Point beginning at 10:00 a.m. on Friday morning, and June held at the PDC conference.
8. Assist in the evaluation of the Executive Director

Vice-President Qualifications:

1. Must be an active member of WAAE
2. Should be a recognized leader in his/her section
3. Must be a secondary / post-secondary teacher

Skills & Abilities:

1. Be an active member of the Board of Directors and attend all meetings of the Board of Directors and membership
2. Provide a vote representing your section's opinions. In your absence the Alternate-VP from your section may be allowed to vote.
 - a. Conflict of Interest – If you feel you have a conflict of interest in voting, you may turn your vote over to the Alternate-VP. If there is a combined conflict of interest, your section may choose to abstain from voting.
3. Carry out responsibilities designated by the President
4. Keep the membership of the section informed of WAAE activities via a regular method of communication such as email.
5. Preside over all Sectional WAAE meetings
6. Encourage membership: Contact all non-members in section and share the benefits of membership
7. Work at the WAAE banquet as directed by the President
8. Inform nominees for section officers to have a Memorandum of Understanding (MOU) signed by local administration giving permission to be an officer candidate.
9. Be responsible for function of the sectional committee
10. Conduct election for statewide committee representative for the section and follow up on responsibilities for that committee.
11. Serve as a mentor for the Alternate Vice-President and provide support throughout the year. To accomplish this, maintain an open line of communication on a regular basis; especially prior to board meetings.
12. Attendance to the NAAE Region III Conference and NAAE Convention is highly encouraged. WAAE is provided a voting delegation at convention and delegate spots need to be filled by members of the board if possible.
13. Organize the date for DPI Fall Inservice for your section. Your responsible for coordinating the meeting and a meal for this meeting.
14. Organize and conduct the registration process at the summer Professional Development Conference under the direction of the Executive Director.
15. Be prepared to become the President of WAAE

Alternate Vice-President Qualifications:

1. Must be an active member of WAAE
2. Should be a recognized leader in his/her section
3. Must be a secondary / post-secondary educator

Skills & Abilities

1. Be an active member of the Board of Directors and attend all meetings (if possible) of the Board of Directors and membership.
2. While not required, participation in discussions and subcommittee work will allow for you to be a better informed board member when you assume the role of Vice President. Your participation will also allow for consistency with the work of our association.
3. Carry out responsibilities designated by your sectional Vice President.
4. Take minutes at all WAAE sectional meetings and provide a copy to the Executive Director
5. Conduct meetings in the absence of the Vice-President
6. Provide a vote representing your section's opinions in the absence of the Vice-President.
 - a. Conflict of Interest – If you feel you have a conflict of interest in voting, you may turn your vote over to the Alternate-VP. If there is a combined conflict of interest, your section may choose to abstain from voting.
7. Assist in registration and distribution of materials at the Professional Development Conference
8. Assist with raffle drawings at Professional Development Conference
9. Fill in for the vice-president when needed and attend as many Board of Directors meetings as possible, especially during the second year of the term. Attendance at the Professional Development Conference with the vice-president is essential, both at the Board of Directors meetings and at registration
10. Be prepared to succeed the vice-president by election or appointment
11. Secure the MOU from the school administration to do the job and be prepared to follow the succession of officers and responsibilities
12. Attendance to the NAAE Region III Conference and NAAE Convention is highly encouraged. WAAE is provided a voting delegation at convention and delegate spots need to be filled by members of the board if possible.

Executive Director Job Functions:

1. Overseeing the development, implantation and evaluation of programs and services that support the mission of WAAE.
2. WAAE Board of Directors Meetings
 - a. Attend all meetings as directed by the Board of Directors
 - b. Assist with agenda preparation, editing / posting minutes of all meetings, and preparing meeting materials.
3. Conducting analysis of finances and trends and engaging the board in strategic discussions about financial stability and sustainability, including the development of adequate operating reserves.
4. Maintain a financial accounting system to collect and record dues, registration fees and other revenue as well as disperse funds and pay WAAE expenses.
5. Wisconsin FFA Center Board Secretary / Treasurer
 - a. With assistance of FFA Center Board Chair, prepare agendas.
 - b. Take and keep true minutes of all meetings.
 - c. Oversee the financial accounts of the FFA Center and periodically have accounts audited.
6. Professional Development Conference Planning
 - a. Have knowledge of negotiating conference contracts.
 - b. Coordinate with all committees making sure delegated responsibilities are fulfilled.
 - c. Obtain & manage sponsorship for special projects and awards.
 - d. Oversee conference implementation with assistance from Board of Directors.
7. Representing the organization by participating in key organizations, speaking in public settings, and coordinating with the Department of Public Instruction and Wisconsin Technical College System on a regular basis.
8. Coordinate advocacy on behalf of WAAE.
9. Manage the WAAE website and other social media.
10. Respond to membership requests and provide information to partners.