

FFA ALUMNI OFFICER RESPONSIBILITIES

<p>President <i>Jami Anderson</i></p>	<ul style="list-style-type: none"> ● Runs monthly FFA Alumni meetings in person and via Zoom if necessary ● Prepares monthly FFA Alumni Agenda ● Coordinates with the secretary and treasurer to obtain the monthly minutes and treasurer's report ● Create Google Form Sign In, presentation, and other materials needed for monthly FFA Alumni meetings ● Prepares monthly FFA Alumni Executive meeting agendas ● Coordinates FFA Alumni Executive Meetings to review agenda ● Updates Program of Work ● Monitors and responds to FFA Alumni emails and other correspondence ● Works with the secretary and treasurer to ensure all paperwork is current and turned in to the State and National FFA Alumni ● Ex officio member of all committees ● Follows up on all assignments given to members/officers and offers support as needed
<p>Vice President <i>Denise Netherton</i></p>	<ul style="list-style-type: none"> ● Assists President ● Runs meetings in absence of president ● Oversees all work of appointed committees and ad hoc committees: <ul style="list-style-type: none"> ○ 2023-2024 Appointed Committees: Scholarship Committee, Website Committee, and Ag Class Size & Recruitment Committee
<p>Secretary <i>Jennifer Posada</i></p>	<ul style="list-style-type: none"> ● Maintains a record of all meetings by writing minutes for each FFA Alumni meeting and FFA Alumni executive meeting ● Turns in minutes of each executive and/or member meeting within 72 hours of meeting to Google Drive ● Updates, distributes, and organizes the FFA Alumni Member Survey (Paper version & Google Form) to maintain a current directory of members, their addresses, phone numbers, emails, and interests in the FFA Alumni ● Creates reports based on the FFA Alumni Member Survey which is to be shared with the FFA Alumni Officers and BHS Ag Teachers ● Submits roster of FFA Alumni members to National FFA using the National FFA website ● Maintains a record of FFA Alumni member participation on a monthly basis through FFA Alumni Points Notifies officers of elections & members of appointments to committees
<p>Treasurer <i>Mary Moreno</i></p>	<ul style="list-style-type: none"> ● Maintains financial records of the bank account, fundraisers, and grants using current bank statements and receipts ● Gives a financial report at each FFA Alumni Meeting using Google Sheets to format and record the report ● Receives funds and distributes funds (scholarships, grants, donations, fundraisers, and expenses) ● Annual report at final meeting of the year ● Works with the president to make sure taxes are filed on behalf of the FFA Alumni organization to maintain non-profit status ● Works with the president to create an annual budget ● Obtains supplies and/or snacks as needed for FFA Alumni meetings and events ● Maintains UPS P.O. Box and collects mail from it

**Resource Development
Officer**
Emmalee Barlett

- Recruits, maintains, and runs the Fundraiser Committee
- Directs the fundraiser committee to complete all tasks related to current fundraisers
- Coordinates with BHS Ag Teachers, FFA Alumni Officers, and FFA Alumni members to complete grant applications for the National FFA Alumni Association and other organizations
- Oversees the Ken Whitney Legacy Donation Program
- Runs Zoom FFA Alumni meetings and monitors chat during meetings
- Works with the president to monitor and post to social media account(s)