2017-2021 National Officer Selection Process Handbook

Updated: April 12, 2019
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td><strong>National Officer Job Description</strong></td>
<td>3</td>
</tr>
<tr>
<td>National Officer Roles &amp; Responsibilities</td>
<td>3</td>
</tr>
<tr>
<td>National Officer Job Description</td>
<td>3</td>
</tr>
<tr>
<td>A Year of Humility</td>
<td>3</td>
</tr>
<tr>
<td>A Year with High Expectations</td>
<td>4</td>
</tr>
<tr>
<td>A Year of Growth</td>
<td>4</td>
</tr>
<tr>
<td>Officer Experience At-a-Glance</td>
<td>5</td>
</tr>
<tr>
<td>Policies &amp; Procedures Guiding National Officer Responsibilities</td>
<td>5</td>
</tr>
<tr>
<td>National Officer Competencies</td>
<td>7</td>
</tr>
<tr>
<td><strong>Guiding Principles</strong></td>
<td>7</td>
</tr>
<tr>
<td>Philosophy and Objectives for the National Officer Selection Process</td>
<td>8</td>
</tr>
<tr>
<td>Board Policies and Constitutional Provisions</td>
<td>8</td>
</tr>
<tr>
<td><strong>The Application Process</strong></td>
<td>10</td>
</tr>
<tr>
<td>Nomination Process and Submission Deadlines</td>
<td>10</td>
</tr>
<tr>
<td>Completing the Application</td>
<td>10</td>
</tr>
<tr>
<td><strong>The Selection Process</strong></td>
<td>12</td>
</tr>
<tr>
<td>Selection Process: Phase One</td>
<td>13</td>
</tr>
<tr>
<td>Selection Process: Phase Two</td>
<td>14</td>
</tr>
<tr>
<td>Expectations for All Rounds</td>
<td>15</td>
</tr>
<tr>
<td>Deliberation and Selection</td>
<td>16</td>
</tr>
<tr>
<td><strong>The Scoring System</strong></td>
<td>16</td>
</tr>
<tr>
<td>The Scoring Scale for Each Competency</td>
<td>17</td>
</tr>
<tr>
<td>Competency Weights</td>
<td>17</td>
</tr>
<tr>
<td>Scoring Calculations</td>
<td>17</td>
</tr>
<tr>
<td>Score Reporting</td>
<td>18</td>
</tr>
<tr>
<td><strong>The Nominating Committee</strong></td>
<td>19</td>
</tr>
<tr>
<td>Nominating Committee</td>
<td>19</td>
</tr>
<tr>
<td>Adult Roles in National Officer Selection Process</td>
<td>22</td>
</tr>
</tbody>
</table>
Introduction

Each year the National FFA Organization selects six student members to represent the organization as a National FFA Officer. Throughout this year, these national officers wear a variety of hats. National Officers are elected officials expected to represent the student membership during board of directors’ meetings. They teach various leadership skills to state FFA officers and chapter members through individual workshops, or as facilitators of larger scale National FFA leadership conferences. They are motivational speakers who inspire FFA members. They are communicators and public relations specialists for FFA, building positive relationships across the country. They are teammates to each other and to FFA staff. They are learners, eager to grow and fulfill their responsibilities.

Selecting the six best candidates, as defined by the constitution and bylaws, is a challenging task for the nine members of the nominating committee. To facilitate this committee’s success in accomplishing the organization’s goals, a process exists – the National FFA Officer Selection Process. This handbook details that process.

There are five sections to the handbook. All the information is valuable and we encourage current candidates, state leaders and prospective candidates to give everything careful consideration.

National Officer Job Description

Serving as an officer is no easy task. Throughout the year you must be many things to many people. The year comes with great expectations of you and your abilities to fulfill the role. You will have the chance to travel, influence, and grow as you work to make a positive difference in the lives of thousands of FFA members, advisors, partners, state leaders and others.

If elected to serve the organization as a national officer, a great deal will be expected of you. A national officer’s schedule resembles that of a corporate CEO, traveling more than 100,000 miles and meeting thousands of new people—maybe even the president of the United States. Many people—including state and national FFA staff and, most of all FFA members—will require your time and talents. There will be little time left to call your own. Midnight bedtimes and early mornings become a part of your everyday life. It is a demanding year physically, mentally, relationally, and spiritually. While the year is filled with both joys and discomforts, the former far outweigh the latter. You must decide if you are up for this challenge. If you are, there will be three key things to remember for the year. It is one marked by selflessness, high expectations, and growth. If you prefer a routine with more freedom, lower expectations, and complacency, serving as a national officer will certainly not be a good fit for you.

NATIONAL OFFICER ROLES & RESPONSIBILITIES

The primary responsibility of a national officer is to serve the organization in local, state, national and international activities in a way that will inform, motivate and inspire FFA members, advisors, state staff, teachers and others to achieve the mission, strategies and core goals of the organization.

NATIONAL OFFICER JOB DESCRIPTION

Being elected to national FFA office is making a commitment to service that is unique to most student organizations. In addition to serving and representing more than half a million FFA members, you will represent the image and direction of the organization to teachers, state staff, teacher educators, agriculture executives, government leaders, the media and the general public. You will also be a teammate to five other officers and a co-worker to more than 100 national FFA staff.

A YEAR OF HUMILITY

The odds are good you have probably witnessed a national officer living in the limelight. Maybe they were on TV doing an interview, maybe it was a photo on social media after they met with the president of a fortune 500 company, or maybe it was on stage, underneath the spotlight as they spoke to an arena filled with thousands. However, for each of those highlight reel moments you see, there are many more where the officer plays a behind the scenes role. One where they are taking a red-eye flight to get to a convention on time, one where they are reading over documents to prepare for a Board of Directors Meeting, or even one where they find themselves alone in a hotel room again after being away from their family and friends for more than a month. If you are choosing to run for office based off how fun it looks to be an officer, you are only seeing a very small part of the duties a national officer fulfills.
National Officers who make a true impact are those who run for office because of a deep desire to serve others. A successful year as an officer demands the utmost humility and a willingness to selflessly serve those around you. A self-serving attitude or a desire to constantly be in the spotlight will leave you feeling disappointed and burnt out once you quickly realize that is not what the year is made up of. If you are running, you should know now, the position of national officer is one of service. One where you will very often have to lay your personal desires and wants down for the good of others. There will be many people who desire your time and your energy throughout the year, including members, teammates, staff, and other stakeholders. If you are driven by the giving of yourself to serve others though, you will see the reward in the sacrifice. The year is a year of giving of yourself so others may benefit. If your reason for running is anything other than serving others, it is time to re-evaluate your motives and whether or not serving as an officer is the correct next step for you.

**A YEAR WITH HIGH EXPECTATIONS**

As an officer, you will have many expectations put upon you for how to conduct yourself and how to work. It requires unquestionable integrity, consummate professionalism, and an immense amount of responsibility. The odds are very good that you have never experienced a workload quite as demanding as the one you will face as an officer. There will be many items requiring your attention all at the same time. Fulfilling the numerous demands of you can take a toll physically, mentally, spiritually and relationally. Great national officers work hard while making it look easy. A strong work ethic and wherewithal are must haves for those wishing to serve as an officer.

The work you will do will be constant and comes with incredibly high expectations. You will become a colleague to more than 100 professional National FFA Staff members as you work with them to fulfill the work of our organization. You will be working with state staff who will expect prompt and thorough responses from you in order to assist with the planning and organizing of their conventions and other state events. You will be expected to follow up with FFA members and supporters through written communication. You will be expected to manage your expenses and budgetary responsibilities in a timely and effective manner. You will be expected to develop creative and impactful speeches and workshops; then to deliver them in an engaging and educational manner. All of these duties and more will have to be completed simultaneously and with excellence. In addition to all of the hard work, you will also be serving as the face of our organization, which means how you look and present yourself will always be on display. High expectations will be held for you on your appearance, behavior, and communication.

If it sounds demanding, that’s because it is. The position comes with many responsibilities and high expectations. If elected, be prepared to grind and show your grit. However, also know you will have a dedicated team to equip, encourage, and empower you each step of the way.

**A YEAR OF GROWTH**

If you are running for national office, it is fair to assume personal growth has been a contributor in your FFA career. Undoubtedly, you are not the same person today that you were when you first joined this organization. At every level, you have grown, and the same will be true for you if you are elected to national office. The year of an officer is one marked by incredible personal growth. You will be pushed, challenged, and stretched far beyond your comfort zone. You will be expected to become your absolute best, as you strive to serve our organization and its members. Becoming a national officer is much different than becoming the best national officer you can be. One requires you to be selected by the nominating committee and the other requires a commitment to continuously improve for an entire year. When serving as a national officer there will be no time or room for resting on your laurels.

While the staff at National FFA will provide immense training and opportunities for growth, the individual officer is the gatekeeper of their own growth. Choosing to push yourself towards constant growth as a person and as an officer will allow you to better serve our members and the organization as a whole. Officers become incredible leaders and influencers when they choose to never be satisfied or complacent in their personal development. Remaining humble and coachable will allow you to take your already impressive skill set to the next level as you impact members and stakeholders across the country. Continuously improving requires a willingness to be coached, self-evaluation, reflection, and goal setting. It is much easier to just perform and not care about how it went or getting better. Not having a growth mindset will only allow you to cheat yourself and to cheat others.

As a candidate, you should be having a growth mindset and working to continuously get better. This should not be in order to be elected, rather in order to be the very best version of yourself you can be. If each candidate does this it allows the nominating committee to make the best decision possible. The growth mindset you possess now will be just as valuable to you if elected. As an officer, it will be your duty to constantly get better in order to best serve members and to set for them an example of a true leader.

Serving as a national officer is a once in a lifetime opportunity. If blessed with this opportunity, you will find the year to be a remarkable one with many unforgettable moments. While your year has the potential to be many things, there are three things it must be in order for you to get the most out of it. It must be a year of service, a year of meeting and exceeding high expectations, and a year of growth. Among
many other expectations, these three will remain constant.

OFFICER EXPERIENCE AT-A-GLANCE

The following activities will consume the workload of the national officers' year of service. Adequate time will be provided for training, preparation, evaluation, self-improvement, relationships, rejuvenation and team building.

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<tr>
<th>Task</th>
<th>Month(s)</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Officer Orientation</td>
<td>November</td>
<td>4 days</td>
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<tr>
<td>National Officer Training</td>
<td>December</td>
<td>3 weeks</td>
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<tr>
<td>Training Experience</td>
<td>January</td>
<td>10 days</td>
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<tr>
<td>January Board of Directors Meeting</td>
<td>January</td>
<td>4 days</td>
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<tr>
<td>Business and Industry Visits</td>
<td>February-May</td>
<td>On-going</td>
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<tr>
<td>International Experience</td>
<td>January</td>
<td>10 days</td>
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<tr>
<td>FFA Week</td>
<td>February</td>
<td>1 week</td>
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<tr>
<td>March Work Week</td>
<td>March</td>
<td>1 week</td>
</tr>
<tr>
<td>State Conventions</td>
<td>March-July</td>
<td>4-6 weeks</td>
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<td>Camps, Conferences, Fairs &amp; Events</td>
<td>March-October</td>
<td>3-5 weeks</td>
</tr>
<tr>
<td>May Board of Directors Meeting</td>
<td>May</td>
<td>4 days</td>
</tr>
<tr>
<td>State Officer Summit</td>
<td>July</td>
<td>14 days</td>
</tr>
<tr>
<td>August Board of Directors meeting</td>
<td>August</td>
<td>4 days</td>
</tr>
<tr>
<td>Convention Planning Week #1</td>
<td>September</td>
<td>1 week</td>
</tr>
<tr>
<td>Convention Planning Week #2</td>
<td>September</td>
<td>1 week</td>
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<tr>
<td>Final Convention Prep</td>
<td>October</td>
<td>2 weeks</td>
</tr>
<tr>
<td>National FFA Convention</td>
<td>October</td>
<td>1 week</td>
</tr>
</tbody>
</table>

POLICIES AND PROCEDURES GUIDING NATIONAL OFFICER RESPONSIBILITIES

Board Policies Regarding National Officers Roles and Responsibilities
The following is an excerpt from the Official Board Policies for the National FFA Organization.
1. The practice of soliciting support for a candidate for national office is not permitted.
2. A state may recommend only one candidate for national office each year. The nomination shall be made by the designated state staff person.
3. Each national officer candidate shall be an active FFA member and eligible to retain active membership in the organization until the member completes the term of office.
4. No FFA member who has been employed by the National FFA Organization will be eligible to run for national office.
5. Nominating committee members shall be submitted to the FFA Board of Directors for review.
6. The National FFA Organization will pay actual expenses for national officers on official travel, as assigned by the LEAD division.
7. The National FFA Organization shall provide accident and health insurance for national officers during their term of office.
8. The National FFA Organization will provide scholarships to national officers in an amount to be set annually by the board of directors.
9. The parents of national officers shall be partially reimbursed for expenses to attend the national FFA convention as budgeted.
10. The Board of National FFA Officers shall review and act on all items of business brought before the board of directors, with the board of directors serving as a counseling and review body without giving up its legal authority and responsibility. The national officers shall be given public recognition for joint decisions.
11. An immediate past national officer will serve as consultant to the board of directors for the January meeting of the board. The officer selected to serve will be recommended in cooperation with the national officer team and national FFA advisor following
the National FFA Convention by Dec. 1. Funding will be provided by the National FFA Organization. (July 17, 1991)

12. National officers will not be scheduled for chapter activities in a chapter where a national officer has been the previous year. National officers will be scheduled for national activities and state conventions in December. All other state activities must be confirmed three months prior to the activity date, and all activities below the state level must be confirmed 60 days prior to the event. Exceptions may be approved by the chief executive officer. (July, 1992)

13. The National Officer Business and Industry Tour shall annually be sponsored by the National FFA Organization for the primary purpose of informing agriculture, business, industry, government and the general public of the mission, strategies and activities of the total program of career and technical education in agriculture and FFA. The objectives of the tour shall be part of the annual Program of Activities.

14. In the event a national officer conducts themselves in a manner inconsistent with the ideals and principles of the National FFA Organization, the National FFA Board of Directors shall have the authority to remove the officer from office. (July, 1988)

15. National officers will forego all alcohol, tobacco and illegal substances while involved in official or unofficial FFA activities from the day the officer is selected until he/she installs a new national officer. (This is interpreted by the National FFA Board of Directors to mean 24 hours a day, seven days a week for 365 days.) (July 17, 1991)

**National Officer Travel and Expenses**

A national officer will travel approximately 100,000 miles during the year. Travel includes attending trainings, state conventions, chapter visits, FFA camps, sponsor visits and more. Most travel will occur via air travel and most expenses incurred will be covered for the officer. A national officer will rarely incur any out of pocket expenses. Out of pocket expenses might include taxi rides, parking – vendors who do not except credit cards, etc. All out of pocket expenses will be reimbursed to the national officer.

Each officer will also be provided the necessary resources to be successful in their role including but not limited to: a monthly personal living allowance; company issued credit card; computer; smart phone; additional technologies, official FFA dress; luggage; health insurance (if necessary).

There are two national FFA staff members committed to the success of the national FFA officer team. These individuals serve as the officer’s managers and provides them with 24/7 support.

**National Officer Commitment Form**

A commitment form is to be reviewed and signed by all candidates who submit an application for national FFA office. The national officer manager with support from FFA staff will uphold the expectations outlined on the form. This form is built into the application process.

Being elected to national FFA office is making a commitment to service that is unique to most student organizations. In addition to serving and representing 669,989 FFA members, you will represent the image and direction of the National FFA Organization to teachers, state staff, teacher educators, agriculture industry executives, government leaders, the media and the general public. You will also be a teammate to five other officers and a co-worker to more than 100 National FFA staff.

The following items are commitments required of all National FFA Officers.

1. Be dedicated and committed to FFA and the total program of education in agriculture/agribusiness.
2. Forego all alcohol, tobacco and illegal substances at all times during year of service to the FFA.
3. Avoid places or activities that in any way would raise questions as to one's moral character or conduct.
4. Use wholesome and appropriate language in all speeches and informal conversations.
5. Maintain proper dress and good grooming for all occasions.
6. Be willing to take and follow instructions as directed by those responsible for National FFA Officers and state and national FFA programs.
7. Maintain and protect one's health.
8. Regularly, and on time, write all letters, thank-you notes, emails and other correspondence which are necessary and desirable.
10. Through preparation and practice, develop into an effective public speaker and project a desirable image of FFA at all times.
11. Be willing to commit the entire year to national officer activities.
12. Be willing and able to travel while serving the National FFA Organization.
13. Consider FFA officer activities to be primary responsibility.
14. Strive to improve ability to carry on meaningful and enjoyable conversations with individuals of all ages and walks of life.
15. Treat all FFA members equally by not favoring one over another.
16. Conduct oneself in a manner that commands respect without any display of superiority.
17. Maintain dignity while being personable, concerned and interested in contacts with others. Periodically evaluate personality and attitudes making every effort to improve.
18. Serve as a member of the team, always maintaining a cooperative attitude.
19. Work in harmony with fellow FFA officers, and not knowingly engage in conversations detrimental to other FFA members, officers and adults.
20. Become knowledgeable of agriculture, of education in agriculture/agribusiness and of FFA.
21. Keep up to date on current events.

I have read, studied and understand the intent and spirit of the items listed above. I have also read and understand the job description, Board of Directors Policies, National FFA Center Policies and required competencies in Section 1 of the Selection Process Handbook. If elected to office, I commit to following the rules and procedures outlined. I recognize that breaking policies or these rules may result in limitations being set on my roles as a National FFA Officer and/or the possible removal from office by the National FFA Board of Directors.

NATIONAL OFFICER COMPETENCIES

What does it take to perform this job effectively? FFA has identified five competencies required for fulfilling the job description of a national officer.

**Competency** – a defined behavior, in combination with skills and knowledge, that enables evaluation of the candidates.

The following is a listing of the essential competencies required for serving as a national officer. The officer selection process is designed to screen candidates to find those who demonstrate these competencies consistently. It is expected that officers continue to demonstrate these and also work to develop and refine their skill set in each area throughout their year of service. The competencies are listed in no particular order.

**Competency #1 – Communication**
Demonstrates the effective use of various forms of communication, i.e., nonverbal, listening, written, speaking and facilitation to convey a message in both large group and one-on-one settings.

**Competency #2 – Team Player**
Demonstrates the ability to work in a team setting, values diversity of opinion, works to be inclusive in the process and is willing to put others above self.

**Competency #3 – Areas of Knowledge**
Demonstrates the ability to articulate the systemic nature of food, fiber, agricultural and natural resources issues, FFA, educational issues and all respective current issues.

**Competency #4 – Character**
Displays a disposition that is genuine, responsible, honest, mature, confident, respectful, and has a positive outlook on life.

**Competency #5 – Influence**
Demonstrates the ability to influence others through modeling expectations, building relationships and growing the organization.

**Guiding Principles**

After reading Section 1, you know the roles and responsibilities national officers play, the competencies required of each individual selected for this job and the policies that guide their functioning. This section will orient you to the principles, objectives and philosophy that guide the group of individuals that are responsible for selecting the officer team. It would be simple to say that the only purpose of this process is to elect six national officers to serve the membership of the National FFA Organization. However, it is more complex than that. The selection process is a tremendous experience for more than the six candidates elected to national office.

The National FFA Organization Board of Directors and FFA staff sees the selection process as a tremendous experience for all candidates and nominating committee members involved.
This process most certainly impacts lives for all involved. Though the results of the process may be most apparent for six of the candidates, the benefits of being involved in such an endeavor will most certainly be realized for all involved for many years to come.

Such a process must be guided by a core philosophy. The process is also greatly influenced by the constitution and a set of policies enacted by our board of directors to ensure fairness to all involved during the selection process.

PHILOSOPHY AND OBJECTIVES FOR THE NATIONAL OFFICER SELECTION PROCESS

Guiding Objectives for the National Officer Selection Process
The primary goal of the national officer selection process is to select the six best student representatives for the National FFA Organization as outlined by the constitution and bylaws.

We accomplish this goal through:
• Selecting and developing a highly qualified student nominating committee.
• Using a structured process to identify and surface the six candidates who most reflect the competencies required by the role of national officer.

A secondary goal of the national officer selection process is to provide a national leadership experience to nine students selected for service on the nominating committee. We accomplish this goal through:
• Employing a fair and transparent process for the current national officers to select this group of students.
• Engaging the nominating committee in a professional interviewing experience.
• Providing the nominating committee members with access to high quality learning and development experiences.

Another secondary goal of the national officer selection process is to provide all officer candidates with a positive developmental experience. We accomplish this goal through:
• Employing a fair and transparent process for all candidates.
• Providing all candidates access to current and relevant resources in preparing for the selection process.
• Providing all candidates with a current, relevant and challenging interviewing experience during the national convention and expo.

Guiding Principles for Structuring the Selection Process
Those revising the national officer selection process for 2017-2021 did so with the following guiding principles in mind:

Overall
• Maintain student officer authority in selecting the nominating committee.
• Maintain student committee authority in selecting the six national officers.
• Provide systems, parameters and resources to support student officers and student committee members in carrying out their role.
• Distribute resources, opportunities and information regarding the selection processes among all states.
• Create growth opportunities for a larger group of student members.

Nominating Committee
• Select nominating committee members using a rigorous process that results in highly qualified committees.
• Equip members of the nominating committee with the right knowledge and tools to select quality national officers.
• Encourage rotation of nominating committee members to multiple states within a region.
• Ensure that training of the committee is rigorous and equips the committee to execute flawlessly the task of selecting national FFA officers.

National Officer Candidates
• Familiarize candidates with roles and responsibilities of a national office, outline selection process and provide direction for preparation.
• Evaluate all candidates on a common, well defined and agreed upon set of competencies identified through research.
• Determine the top 50 percent of the candidates by region and overall early in the selection process
• Improve the quality of time spent evaluating the top 50 percent from each region and overall as individuals perform realistic national officer activities.

BOARD POLICIES AND CONSTITUTIONAL PROVISIONS
The National FFA Officer Selection Process is provided for by the National FFA Constitution. Policies established by the National FFA Board of Directors are in place to guide the selection process in an effort to ensure fairness to all involved.
Constitutional Provisions for National Officer Selection Process

The National FFA Constitution outlines specific features of the national officer selection process.

Article IX. National Officers and Procedures for Election

Section A
The elected officers of the National FFA Organization shall be a president, four vice presidents (one from each of the four regions of the United States established in the bylaws), and a secretary.

Section B
The elected officers shall constitute the board of student officers. It shall be the duty of this board to advise and make recommendations to the National FFA Board of Directors with respect to the activities and business of the organization.

Section C
A state FFA association may recommend one candidate for national office each year. The state’s candidate shall be approved by the designated state staff on a nomination form submitted to the national executive secretary on or before August 1. All candidates shall be notified as to their eligibility on or before August 15. Those declared ineligible may file an appeal with the national advisor no later than September 1. The FFA Governing Committee shall vote on any appeal and formally notify the candidate of their decision no later than September 15.

Section D
The national officers shall hold the American FFA Degree at the time of their election and must be active members for the duration of their term in office. They shall be elected annually by a majority vote of the delegates assembled at the national convention. A member cannot hold a national office and a state office at the same time.

Section E
A nominating committee consisting of nine official national convention delegates—one chairperson selected at large and two from each of the four regions—shall study and review the qualifications of each eligible candidate. This committee shall submit its nominations to the delegates assembled at the national convention.

Section F
The president and the secretary shall be elected from the candidates at large. The position of the vice presidents shall follow a four-year rotational cycle. The region from which the second vice president is elected during the current year shall be entitled to the first vice president the next succeeding year, and so on for the other offices.

Section G
National FFA officers shall serve from one national convention through the next succeeding national convention and shall not be reelected, nor be eligible for election to another national office. In the event a national convention is not held in any given year, the National FFA Board of Directors shall make provisions for the appointment of national officers for the next succeeding year. The National FFA Board of Directors shall have the power to appoint a qualified member to fill any office, which becomes vacant between national conventions.

Policies Regarding National Officer Selection

The following policies are excerpted from the National FFA Organization Policy and Procedure Handbook. These policies deal directly with candidate eligibility, restrictions and selection at the state level.

Restrictions on Candidates
The practice of soliciting support for a candidate for national FFA office is not permitted.

Selection at the State Level
A state may recommend only one candidate for national FFA office each year. The state FFA advisor/executive secretary/state supervisor shall make the nomination.
Eligibility

- Each national officer candidate shall be an active FFA member and eligible to retain active membership in the organization until the member completes the term of office. A member may retain active student membership until November 30, following the fourth National FFA Convention after graduation from high school.
- No FFA member who has been employed after July 17, 1991, by the National FFA Organization will be eligible to run for national FFA office.
- No FFA member serving on the national FFA nominating committee after October 1, 2006 will be eligible to run for national FFA office.

The Application Process

Selecting six officers is no easy task. The process is more rigorous than many interviews candidates will encounter in their professional life. In it lies a tremendous opportunity for personal and career growth. Preparation for the process begins months in advance — some would argue that it begins when they become an FFA member. One thing is certain: The process will certainly provide an adequate test of their ability to serve in the capacities outlined. The competencies explained above are evaluated in a number of different ways ranging from their performance on a writing exercise to their performance with real stakeholders in an interview setting.

The selection process provides a method to carry out this important task. All the details are provided to help candidates in preparing. Among all else, what has been proven to be the most important is staying true to oneself, over understanding the process or what is being evaluated.

NOMINATION PROCESS AND SUBMISSION DEADLINES

The National Officer Candidate application is due at 5 p.m. EDT on August 1.

Step 1 – State Staff Nominate Candidate
Designated state staff for the National FFA Officer Selection Process (NOSP) complete the nomination form for the state’s official candidate via the private NOSP online system. (Contact NomCom@ffa.org with questions.) State leaders will provide the candidate’s first name, last name, email address and verify active membership. State staff have read-only access to the candidate’s application throughout the process.

Step 2 – Candidate Completes Online Application
Once a candidate is nominated, an email is sent asking the candidate to create login credentials for the NOSP system in order to access their application.

Step 3 – Candidate Submits Application to State Staff for Final Submission
State staff reviews the application (read-only format). If additional edits are required, state staff can return the application to the candidate. The “Notes” field at the bottom of the page can be utilized to share details with the candidate. Repeat this process until the application is in final format. Once the application is complete, state staff complete final submission to National FFA by Aug. 1, 5 p.m. EDT.

COMPLETING THE APPLICATION

No portion of the application will be scored but will be reviewed by the committee and can be used as evidence during the deliberation process. Candidates should complete large text field portions of the application in a word processing program to establish formatting, run spell check and ask trusted mentors to review and provide feedback. Once all entries are finalized, copy and paste the text into the appropriate fields in the online application.

There are five tabbed sections across the top of the online application. * Indicates a REQUIRED field — blank fields will not allow submission to state staff. The application does not autosave. Be sure to click the “Save” button frequently.

The “Instructions” button can help clarify any information requested or processes necessary.
Tab 1 – Candidate Contact Information
This tab collects general contact information used by National FFA for communication throughout the process, as well as the marketing and communications division to create press releases and online and printed materials.

Please list your mailing address as where you will receive mail from August to October (This is most likely your address while you are at college, if you are enrolled. In the system, it is labeled college address).

In the event of an emergency at convention, provide contact information for a family member/friend as well as the state leader for the association you will represent.

Tab 2 – High School Information
This tab collects information used by the National FFA for validating eligibility, as well as the marketing and communications division to create press releases and online and printed materials.

PLEASE NOTE: Each national officer candidate shall be an active FFA member and eligible to retain active membership in the organization until the member completes the term of office. PLEASE double check with your state staff that you will qualify for ACTIVE membership during your term in office, should you be elected. A member may retain active student membership until November 30, following the fourth National FFA Convention after graduation from high school.

Tab 3 – Press Details
Media/Press Release Information – FFA accomplishments deserve wide publicity. Choose publications or TV/radio stations that are most likely to use this information in your area. Remember, all publicity generated will greatly benefit agricultural education and FFA on the local, state and national levels.

Tab 4 – Attachments
There are five required attachments: one essay, one resume, three letters of recommendation. The photo is an optional option. All document attachments must be in PDF format and should be saved as YourName_Attachment.pdf). The photo must be in JPEG format, and should be saved as YourName_Photo.jpg.

Essay
Topic: What do you hope to accomplish as a National FFA Officer?
Upload and attach the essay in PDF format to the online application prior to final submission.

Resume
A resume is a document used to convey your most relevant experiences related to the particular position for which you are applying. A resume is not a listing of your awards, achievements, offices and memberships. Developing a successful resume involves evaluating your previous experiences and selecting a few experiences that best convey your readiness to take on the requirements of the job. A successful resume will articulately convey your contributions as they relate to your involvement and experiences. Some things to consider including on your resume:
1. Contact Information (name, address, email, phone number)
2. Career Objective
3. Education (do not include your GPA)
   • High school name, city, state – years attended
   • College, city, state – years attended
     ○ Major
     ○ Minor
4. Two to three relevant leadership experiences (FFA, school, community)
   • Position, organization – dates held
     ○ Responsibilities
     ○ Major contributions
   • Membership, organization – dates of membership
     ○ Major contributions
5. Two to three relevant professional work/experiences (SAE, other relevant work experience)
• Position, organization, city, state – dates of employment
  o Responsibilities
  o Major contributions
  o Achievements

6. Three to four relevant awards/recognition/achievements
• Award title, awarding organization, date awarded

Upload and attach the resume in PDF format to the online application prior to final submission.

Letters of Recommendation
Secure three individuals who can convey more about you and your qualification to serve as a national officer for FFA. In a professional application process, it is often considered inappropriate to ask parents or immediate family members (siblings and/or grandparents) to complete a letter of recommendation. The same rule applies here. Ask individuals who have known you for some time, such as (but not limited to) teachers, employers, state leaders, professors or mentors.

One of your references must be a state leader for the association you will represent as a candidate (advisor, executive secretary, etc.). You want them to know you well enough to serve as a witness to characteristics matched with the requirements of the position for which you are applying. It is suggested you have them read through the job description provided earlier in this handbook.

Upload and attach the letters of recommendation in PDF format to the online application prior to final submission.

Photo
It is optional to upload and attach a digital photo of yourself, in JPG or JPEG format.

Tab 5 – National Office

Official Dress
Newly elected officers receive a new FFA jacket on Saturday of the National FFA Convention & Expo. It is essential to provide accurate measurements for your new jacket. No tailored sizes are available. Consult a guide (available on FFA.org) for instructions on sizing. New officers also receive a national officer ring during their year of service. Providing accurate ring sizes now ensures ordering is not delayed.

Agreeing to receive text messages ensures the NOSP system is able to communicate with candidates via text in the event of an emergency or major interview schedule change. Agreement to this is not mandatory. (Message and data rates may apply.)

Housing
National FFA secures all national officer candidates' hotel rooms at the Crowne Plaza Union Station in Indianapolis. **Coordinate with state staff on travel plans to convention and indicate your arrival and departure date for convention.** Hotel reservations will be booked using the arrival date information provided. Post-convention, National FFA sends an invoice to the state association or candidate for hotel room charges.

National Officer and Officer Candidate Commitment Form
By checking the box in the application, you acknowledge you have read, understand and agree to the rules, policies, procedures and commitment you will be held to as a National FFA Officer candidate during the on-site convention selection process.

Submit application to state staff for review. The application is in read-only status while state staff review. If state staff have suggestions, edits, changes, etc., the application will be sent back to you, granting you edit rights to the application again. This process can happen as many times as it takes to finalize the application. **State staff complete final submission to National FFA by Aug. 1, 5 p.m. ET.**

Post-submission, candidates have read-only status to the application at all times via the online system.

The Selection Process
The interview process is divided into two phases. The first phase will consist of four scored components including: Personal Round I, Writing Exercise (two essays), One-on-One Interview round and Advocacy Stand and Deliver practicum. Following the first phase, the top 50 percent of candidates in each region and overall will advance to the second phase of interviews.

Should a region have an odd number of candidates running, that region will advance one additional person to the second phase (i.e., if there are 11 candidates in a region, six will advance to the second phase). Should a region have only three candidates, the region is eligible
to advance all three candidates provided the third-place candidate’s score (in that region) is in the top 50 percent of all cumulative weighted scores at the end of phase one. National officer deliberations will not occur at this time. Scores at this point in the process are NOT reported to the candidates or to the nominating committee members. Candidates will only know that they are in the top or bottom 50 percent of their region or overall until a final score report is sent following the process.

Announcement of the top 50 percent in each region and overall will occur during a private event with only candidates, candidate mentors or support teams, adult consultants and organization leadership. All candidates will be provided with an envelope and encouraged to open it with mentors, coaches and other individuals in their support network. The letter will let them know if they are moving on to the second phase of interviews and if they are in the top 50 percent of their region or overall. National officer candidate scores are not reported at this time in an attempt to keep ability-related information from intervening in the finalists’ overall performance in the remaining rounds.

Phase two interviews will convene with only the top 50 percent of candidates in each region and overall. There are three rounds in this phase: Round Robin and Media Round, Facilitation Round and Personal Round II. Scores will continue to accumulate for this group of candidates. However, no more advancements to a third phase will be made before or during deliberations based solely upon scores. At the end of the interview process, the nominating committee will utilize the data collected to make evidence-based decisions in forming a slate of six national officers. The process for deliberation is outlined in this section.

**SELECTION PROCESS: PHASE ONE**

The following explains each of the scored rounds in the process in detail. The nine student nominating committee members will evaluate candidates’ performance using the competencies: **Communication, Team Player, Areas of Knowledge, Character and Influence**, upon a scale of zero (0) to five (5) with five representing strong evidence the skill is present and zero representing negative or contradictory evidence the skill is not Present.

**Personal Round I – 6 minutes**

In this six-minute one-on-nine format interview, candidates should capitalize on this time by making their first impression a lasting impression. The nominating committee will create a personalized question for each candidate directly from their application to assist with getting to know the candidate better. In addition, candidates can expect to answer three or four behavioral-based interview questions posed by the nominating committee and to expound on their goals, motivations and/or desire to be a national officer. Candidates should be able to share who they are and why they are here as a result of this round. **No phones, smart watches, or related technology will be allowed in the interview room.**

**Writing Exercise (Essays) – 180 minutes**

Laptop computers will be provided for all candidates to complete two written essays, in 180 minutes (3 hours total to complete both essays), on topics relevant to agriculture, FFA or agricultural education. The purpose of the essays is focused on a student’s ability to convey knowledge and understanding in a deeper sense than is allowed through multiple-choice questions.

Each of the writing samples will be reviewed on site by three independent adult judges. All writing exercise scores will be given to the nominating committee to be used as evidence during deliberations. **No phones, smart watches, or related technology will be allowed in the interview room.**

**One-on-One Interview – (9) Ten Minute Interviews**

This round will consist of nine 10-minute interviews, each with a different member of the nominating committee. The interview is focused on two objectives. First, this is an opportunity for individual committee members to develop rapport and get to know candidates in a one-on-one setting. Second, this will provide an opportunity for evaluation of several targeted competencies through structured questions and follow-up questions. For each of the nine interviews, should a candidate finish early, he or she should remain seated; it is encouraged the candidate and committee member have casual conversation with each other until the adult consultant calls time. Once the adult consultants call time, the candidate should end their conversation and leave the interview room. **No phones, smart watches, or related technology will be allowed in the interview room.**

**Advocacy Stand and Deliver – 20 minutes to prepare, 5 minutes to deliver, 5 minutes of questions**

This round will be 30 minutes in length.

- Twenty minutes are given to candidates to plan, organize and prepare a spoken presentation.
- The topic will be related to either FFA or agricultural education areas of knowledge and will be up to the committee to decide which topic area each year.
• Five minutes focused on the candidate’s ability to deliver spoken presentation.
• Five minutes focused on the candidate’s ability to respond accurately to questions regarding topic and presentation.

Candidates will have 20 minutes in a private preparation room to prepare for delivering a five-minute speech on either FFA or agricultural education (the opposite of the Media round topic). When preparing their speech, candidates should plan as if they are advocating for this topic and its supporting ideas. When candidates arrive to the preparation room, they will receive the topic and instructions regarding the setting and audience to which the speech will be directed. Candidates will have a full 20 minutes to formulate their remarks. No materials will be allowed in the room during this time other than a pad of paper and a pen, which will be provided. No phones, smart watches, or related technology will be allowed in the prep room or interview room.

Candidates will promptly move from the preparation room to the interview room to deliver their five-minute speech. Time will be called at the end of five minutes regardless of where the candidate is in their response. Candidates must stop their speech and wait for questions.

An outside expert in the area the committee selects will be in the interview room and will ask targeted content relevant questions to the candidate about their speech. Candidates have a total of five minutes to respond to the questions asked. The number of questions and nature of the questions asked by the expert will be different for each candidate during this five-minute period. Time will be called at the end of five minutes regardless of where the candidate is in their response. Should a candidate finish early, they may leave the interview room. Committee members will be able to ask yes or no questions to the expert in the room solely to check for accuracy of responses. The expert in the room will not give their personal opinion on any speech during this round, nor will they be able to score any of the candidates or attempt to influence the committee in any way.

**SELECTION PROCESS: PHASE TWO**

**Round Robin Issues Conversation and Media Round – (3) Fifteen minute conversations**

**Round Robin:** National officers often have conversations with stakeholders in an elevator or at the airport. The focus of the Round Robin round is evaluating the candidate’s demonstration of the agriculture areas of knowledge while carrying on a conversation regarding key issues related to a stakeholder. Stakeholders during the Round Robin round may include any expert from the broad industry of agriculture. This round will occur in two 15-minute interviews with a short rotation time in between. No phones, smart watches, or related technology will be allowed in the prep room or interview room. Each interview will position the candidate with one outside expert at a table while three of the nominating committee members observe the conversation. Each of these experts will represent a different stakeholder. All experts will be provided with an interview guide; however, they may interject specific follow-up questions to probe the candidate’s understanding. In order to help eliminate conflict of interest, the following screening questions will be asked of the experts:

- Do you have any type of personal relationship with any of the candidates?
- Do you have a connection to FFA?

**Media Round:** Throughout a national officers’ year of service, they engage in radio and TV interviews with not only the interviewer, but a listening/watching audience. The focus of the Media Round is on the candidate’s demonstration of either FFA or agricultural education areas of knowledge (the opposite of the stand and deliver topic) while conducting a media interview with an outside expert. The format in which the interview will be conducted will be decided by the nominating committee. No phones, smart watches, or related technology will be allowed in the prep room or interview room. Three nominating committee members will observe the interview and conduct their evaluations. The expert may offer qualitative information regarding the accuracy of responses to specific questions. The expert may not offer advice on the specific score to give the candidate.

The experts will meet with the nominating committee members on Monday evening so both are familiarized with each other, the committee can be briefed on the scenarios to be discussed as well as receive training on the specific topics.

**Facilitation Practicum – 30 minutes to prepare, 15 minutes to deliver**

The purpose of this round is to evaluate the candidate’s ability to plan and facilitate a 15-minute portion of a student workshop in front of a realistic audience. Candidates will be given an overall objective for a workshop. The candidate will then develop and deliver a 15-minute portion of that workshop. Candidates should include an experience and opportunity to process the experience. It will be the candidate’s responsibility to use the materials provided for them to plan, craft and implement appropriate methods for engaging the audience and addressing the key points.

This round will be 45 minutes in length: Candidates will have 30 minutes to prepare and 15 minutes to facilitate. During their 30 minutes of preparation time, candidates can expect to be provided with all the materials they will need, along with a sheet of instructions outlining the specific objective for the workshop. Candidates will have a private room to conduct their planning. Following preparation, candidates
will move to the interview room where they will have 15 minutes to facilitate to the available audience. **No music shall be played during this 15-minute round.** Tear sheets that are created in the preparation room may be taken into the interview room. No outside materials may be taken into the preparation or interview room. Only tear sheets that are content related and created in the prep room may be brought into the interview room. **No phones, smart watches, or related technology will be allowed in the prep room or interview room.**

In each prep room, there will be a sample set of the materials that will be available in the interview room. Examples include but are not limited to tear sheets, makers, tape, paper, etc. The materials in the interview room will be the same exact supplies as in the prep room, however there will be enough for each student (i.e. if there is 1 paper plate in the prep room, there will be 10 paper plates in the interview room). The list of materials will not be provided year to year as part of the process.

Upon entering the interview room, each candidate has 2 minutes to set up the room. Candidates can request the students stay in, or leave the room for the 2 minute set up time. **Should a candidate engage with students during the 2 minute set up time, the official time would start for the interview.**

The FFA members who are brought in for this round should not offer any opinion on any candidate to the nominating committee. These students should be rotated throughout the day to ensure the candidates have students who are fully engaged. The chapters used for this experience should not be from the same chapter each year. Candidates will not facilitate to FFA members from their state.

**Casual Activity (NOT SCORED)**

As an opportunity to build rapport, this event will be a game night/burger night type event for all phase two candidates, nominating committee members, adult consultants and national FFA staff. The event is focused on providing a setting for nominating committee members and candidates to interact outside of the interview room. Dinner will be provided. The event will **NOT** be scored; however, the committee can use this opportunity to collect evidence on establishing a sense for candidate behavior outside of the interview room. This evidence will be allowed to be used during the deliberation process.

**Personal Round II**

The purpose of this interview is to ask a final set of questions developed by the committee for each candidate, as well as one standard question all candidates will answer year to year. National FFA staff, and the adult consultants facilitate the committee through the development of questions for this final round. Each candidate will have 10 minutes with all nine of the committee members. **No phones, smart watches, or related technology will be allowed in the prep room or interview room.** The attire for this round will be **business casual.**

**EXPECTATIONS FOR ALL ROUNDS**

Candidates are expected to report at the scheduled group meeting time. This ensures that all candidates are in place and ready to start on time. This early arrival provides the nominating committee the flexibility to start the next grouping early should they be operating ahead of schedule. In addition, the FFA Policy and Procedures Handbook uses the following policy should a candidate arrive late for their interview or exam activity.

**NOTE:** In the event that a candidate is tardy to a round, the board superintendent and the adult consultants will make and enforce a ruling.

**Scheduling of Rounds**

The creation of the interview schedule is guided by the time requirements for each round. The order of the candidate interviews within each round is determined by random assignment generated by the computer system. In addition, breaks are scheduled between the groupings to provide the nominating committee members a chance to stretch and refresh themselves. The only modification of the random assignment process that is considered is when a candidate in the last 25 percent grouping of the previous round will not be first in the next round that occurs on the same day. No consideration is given to FFA region, gender or ethnicity in the random assignment.

The interview schedule for each round will be posted in a designated area the evening before the round, as well as e-mailed to all candidates. Individual interview times will not be announced any further in advance. This practice has prevented candidates from committing to other activities that might interfere with the interview schedule.

Candidates will receive a schedule highlighting the major activities of the week as part of the overall convention and selection process materials sent to each qualified candidate. Efforts will be made by the National FFA Organization staff to provide the candidates with a relaxed waiting area that will also allow candidates the opportunity to interact with each other.
DELIBERATION AND SELECTION

Following the final interview round, the nominating committee will take a break to relax and unwind before beginning the daunting task of selecting a slate of six officers. A considerable amount of time and thought goes in to this decision. Students are encouraged to base all decisions on evidence generated throughout the entire selection process using the data provided to them and firsthand experiences during the interview process. No outside or secondhand evidence will be discussed to provide an objective and fair view of each candidate.

Deliberations
After the committee’s break, national FFA staff will provide a brief orientation of the score reports available for all finalist candidates from the week. Some data sources provided include:
- Scores overall
- Scores overall by region
- Scores by competency
- Scores by competency by region
- Notes taken during application review
- Notes taken during interviews

All nominating committee members take the material provided and then have a three-hour period to review and begin to make individual decisions.

A third-party facilitator with no investment or prior involvement during the week is brought in to help assist in facilitating the deliberation process. Prior to the deliberations, the facilitator meets with the nominating committee to review roles and responsibilities. The facilitator provides an overview of the process, ground rules and boundaries for the discussion; reviews roles and responsibilities; and maintains group focus on the outcome. The chairperson leads the group in making decisions and keeps discussion moving along within the boundaries provided but has the same weight in deciding the best six officers.

The nominating committee reconvenes and makes initial recommendations for a slate of officers. Members share the recommendations and evidence that supports their decisions. From this point, much of the work is discussion-based. The emphasis on providing evidence remains the norm for making comments.

Discussions continue until a slate is finalized. Once the nominating committee members reach agreement, students sign off on a final slate of six officers and a committee report is produced.

In order to select the best six officers to serve as National FFA Officers, the committee will select the best from each of the four regions first. Once the best in each region is selected, the next best two, regardless of region, are added to the team slate. The president and secretary will be selected from the regions that have two or more candidates on the slated team. This process allows for the threshold of being an officer to be higher to ensure all six officers are the highest quality officer regardless of office title. The most recent revision committee approved of this process as being the most appropriate method to select the best six officers while ensuring each region is represented as outlined in the National FFA Constitution and Bylaws.

The Scoring System
To facilitate the evaluation of the competencies throughout the rounds, a scoring system is needed. This system is designed to ensure scores collected throughout the rounds are reflected in the end score and how well a candidate demonstrated the actual competencies, not just how they did in each round. This helps to ensure selection of the most qualified candidates for the job description outlined in section one. The interviewing system is designed to screen for the five effective officer competencies. This section details the scoring processes used throughout the rounds described in the previous section.
THE SCORING SCALE FOR EACH COMPETENCY
The scale used to evaluate each of the competencies is a 0-1-2-3-4-5 scale.

A score of “0” indicates “Negative or Contradictory Evidence the Skill/Attribute Is Not Present.”
A score of “1” indicates “Strong Evidence the Skill/Attribute Is Not Present.”
A score of “3” indicates “Some Evidence the Skill/Attribute Is Present.”
A score of “5” indicates “Strong Evidence the Skill/Attribute Is Present.”

This scale focuses committee members to search for verifiable evidence of the competencies.

COMPETENCY WEIGHTS
The following index reflects each competency’s relative importance in the selection process.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Scoring Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>20%</td>
</tr>
<tr>
<td>Team Player</td>
<td>20%</td>
</tr>
<tr>
<td>Areas of Knowledge</td>
<td>20%</td>
</tr>
<tr>
<td>Character</td>
<td>20%</td>
</tr>
<tr>
<td>Influence</td>
<td>20%</td>
</tr>
</tbody>
</table>

The overall cumulative score will be used for determining the top 50 percent of candidates in each region and top 50 percent overall at the end of phase one. Finalists will continue to contribute to their overall cumulative score though it will not be used as an absolute determinant of who is selected. Scores collected throughout the week in each round allows for both quantitative and qualitative data to be used in deliberations. This allows the committee to make informed, data supported decisions while selecting the new slate of officers.

SCORING CALCULATIONS
As shown in the previous section during each round particular competencies will be evaluated using a 0-1-2-3-4-5 scale. The score recorded for each of these competencies will be entered into the scoring system.

The sum of the scores for each competency will be accumulated into an overall score after each round. An average value between 0 and 5 for each of the five competencies will be calculated. This is achieved by dividing the cumulative sum of the competency by the total number of data points collected on that competency in that round. For example, if the Writing Exercise scores Areas of Knowledge three times for a total of 15 possible points, and a candidate earns 10 points for the Areas of Knowledge in this round, 10 is divided by 3 (the number of data points collected for this competency) to yield an average of 3.33333. This reflects the candidate’s score for this competency in this round.

After phase one, all averages for Areas of Knowledge would be added together to determine the candidate’s overall competency score for this phase.

The overall cumulative score for each of the five competencies (a value between 0.0 and 5.0) will be multiplied by the scoring index above to determine the contribution that competency will make to the overall score (a value between 0.0 and 5.0 points).

For example, the candidate’s averaged Communication score (3.59874) is multiplied by the index for this competency (20 percent) to yield an indexed score of 0.719748. This value is added to the other indexed competency scores to yield the overall score.

NOTE: The scoring system will carry out all points to at least seven decimal places to reduce any inflation/deflation in a number that may occur as a result of rounding.

This system offers several benefits:

- First, it allows the overall cumulative score to build throughout the process.
- Second, it reduces the influence one round may have on the candidate’s overall score.
- Third, it focuses the process on performance related to the competencies.
SCORE REPORTING

Following the convention and expo, state staff will be sent a report with their candidate's scores from the process. This report is intended to help in each candidate's growth. Reports are sent directly to the state leader who is responsible for the national officer nominating committee process in each state. If your state staff changes, or you do not have a designated state staff please email nomcom@ffa.org

Each report will contain the following table of information:

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Region:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
</tbody>
</table>

Analysis by Competency

The following scores are shown as weighted to demonstrate how the total weighted score was achieved. To obtain the score (out of 5) of each competency, divide the weighted score by the percentage weight of the competency.

<table>
<thead>
<tr>
<th>Candidate's Cumulative Weighted Score</th>
<th>Region Average</th>
<th>National Average</th>
<th>National Range</th>
<th>National Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication (20%)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Team Player (20%)</td>
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<tr>
<td>Areas of Knowledge (20%)</td>
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<tr>
<td>Character (20%)</td>
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<tr>
<td>Influence (20%)</td>
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<tr>
<td>Total Score (out of 5)</td>
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</tbody>
</table>

Analysis by Round

The following scores are provided to you as a way to review your performance by round. The score reported is the average score out of 5 for all judges' ratings of the competencies measured in the round. These are only provided as information to you.

You CANNOT use the information below to calculate your cumulative weighted score.

<table>
<thead>
<tr>
<th>Score for Round Out of 5</th>
<th>Region Average by Round</th>
<th>National Average by Round</th>
<th>National Range</th>
<th>National Median</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Round I</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Writing Exercise</td>
<td></td>
<td></td>
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<tr>
<td>One-on-One</td>
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<tr>
<td>Stand &amp; Deliver</td>
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<tr>
<td>Round Robin</td>
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<td></td>
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<tr>
<td>Media Round</td>
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<td></td>
<td></td>
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<tr>
<td>Facilitation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Round II</td>
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</tbody>
</table>
The Nominating Committee

Facilitating the process outlined in the previous section requires a talented and dedicated group of individuals. Keeping with the traditions of a student-run organization, a committee of nine FFA members is selected to carry out the responsibility of interviewing and selecting the national officer team. Being a part of this unique group requires a sense of commitment to the betterment of the organization and a heart for service. The committee will put in many hours in preparation for the National FFA Convention & Expo.

The student nominating committee is assisted by a number of adults who serve as consultants to the process and student committee. The adults involved must have a desire to see students grow. This is essential in releasing control to the student committee and allowing them to do much of the thinking. Asking questions, probing committee members’ understanding, and advising when necessary requires patience and a strong commitment to student success.

Together the student committee and the adult consultants make up an important part of the selection process. In fact, they bring the process to life and shape the look and feel for all involved. Wielding this much influence on the process requires the right people for service in the roles outlined in this section.

NOMINATING COMMITTEE

Selection of the nominating committee is a critical first step in the national officer selection process. To ensure that the nominating committee is qualified to select the next year’s National FFA Officer slate, specific board policies and procedures have been established to guide the selection and conduct of the nominating committee. Beyond these board policies, FFA has implemented several administrative procedures to further ensure that the nominating committee is prepared for the task of selecting the national officers.

NOMINATION, APPLICATION AND SUBMISSION PROCEDURES

Nomination — Open to the public May 1 – July 15 each year. The link can be found on the FFA.org website by visiting www.FFA.org/national-ffa-officers and clicking on “Join the Nominating Committee. There is no limit to the number of nominations for members or states. The nine states selected to the nominating committee the previous year are not eligible for nomination in the current year. State staff approve or reject all nominations prior to the nominee being made aware of their nomination. Nominators are not aware of the state staff approval or rejection of their nomination. Approved nominations require state staff to prove active FFA membership through the online system. A member may retain active student membership until November 30, following the fourth National FFA Convention after graduation from high school.

Application — Once a nominee is approved, the application system sends the nominee an email with instructions to create a login and password to access a short application and prompt for a 3-minute video submission. Once complete, the nominee submits the application to state staff for final submission to National FFA.

Submission — State staff review the application (read-only format) and complete final submission to National FFA. Applications are due Aug. 1 by 5 p.m. EDT.

COMMITTEE SELECTION

The National FFA Officers conduct an individual review of all submitted nominating committee applications via the online national officer selection process system. The national officer team then convenes to deliberate every submitted application, providing evidence for/against the nominee. The result of this deliberation process is the recommended nine nominating committee members; two from each region, one at large, one of which is the committee chairperson. Per board policy, the national president shall submit to the division director of the Programs and Events division the list of recommended nominating committee members, which will be reviewed by the governing committee of the board of directors no later than Sept. 1. The national officer team personally calls to informally invite each committee member to serve on the nominating committee. After their informal acceptance, they will receive request for formal acceptance in writing from National FFA Staff. Once all nine confirm, the nominees not chosen are notified.
BOARD POLICY
Per the FFA Policy and Procedures, the following policies affect the nominating committee process:

A nominating committee consists of nine official national convention delegates. **Additional clarification: These delegates are added to a state’s total delegate number.**

Having a member on the committee does not affect the total number on the delegate floor — one chairperson selected at large and two from each of the four regions shall study and review the qualifications of each eligible candidate. This committee shall submit its national officer nominations to the delegates assembled at the national convention.

The national president shall submit to the division director of the Programs and Events Division the list of recommended nominating committee candidates, which will be reviewed by the governing committee of the board of directors no later than Sept. 1.

An FFA member serving on the national nominating committee after Oct. 1, 2006, will not be eligible to run for national FFA office.

COMMITTEE RESPONSIBILITIES
As a standing delegate committee, the nine members of the nominating committee have the responsibility to present a slate of six officers to the delegate body for their approval. To complete this task, the committee members conduct a series of written and oral interviews (described in Section 2).

The committee members are also responsible for being prepared mentally and physically for the weeklong selection process. The process can be grueling for the committee members, as they will typically work many long hours over 11 days (Arrival – Wednesday before convention and Departure – Sunday after convention). Members are strongly encouraged to come to the National FFA Convention & Expo fully prepared and rested.

COMMITTEE PREPARATION PRIOR TO NATIONAL CONVENTION AND EXPO
Once selected, the work of the committee begins almost immediately. Committee members are responsible for reviewing portions of all the candidate applications via the online national officer selection process system prior to the convention and expo.

Committee members are also to complete a rigorous study guide related to the national officer selection process. A study guide is provided to nominating committee members prior to the convention and expo. The study guide provides questions for reflection related to preparing for evaluating candidates in each round (i.e., agricultural issues, education issues, and effective officer competencies). The study guide also suggests reference materials (articles, books, etc.) to review, with questions for applying the information to the selection process.

Nominating committee members also develop an initial list of questions to use in the interviews. These questions are submitted for review and feedback prior to the convention and expo. These may not be the actual questions used; however, it provides an experience in developing quality questions that will be valuable during the convention and expo experience.

In addition, a conference call is conducted between the nominating committee members, the adult consultants, the board superintendent and national staff. The purpose of this call is to:

1. Provide the participants an opportunity to get to know each other prior to convention.
2. Assist the committee members in their preparation processes.
3. Answer any questions that the committee members may have.

AT NATIONAL CONVENTION AND EXPO
The nominating committee begins work before the convention and expo actually begins. The majority of the committee’s time is spent in training and preparation of the actual interview questions for each round. The training includes instruction on behavioral question writing and interviewing, understanding the effective officer competencies and use of rubrics to evaluate them, accepting commonalties (diversity), national agricultural issues and national education issues.
Committee members will participate in guided practice on recognizing each of the five competencies. Practice scenarios using the rubrics provided for each competency include video and live simulations. Experts will also train the nominating committee on agricultural and education issues. The experts provide guidance and support in preparing for the rounds that will assess candidates’ areas of knowledge.

The committee will also meet with the current year’s national officers as part of their training. This meeting will provide the committee members the opportunity to gain an understanding of the job of being a national officer.

In addition, the nominating committee will spend time practicing their interview techniques as well as determining the questions, and scenarios for each round.

**ROLE IN THE INTERVIEW PROCESSES**

The interview process begins on Saturday morning and concludes with the final scheduled round on Thursday. The nominating committee is provided iPads to independently input scores into the scorecards, and without consultation with the other committee members, at the conclusion of each interview.

An adult consultant will verify and supervise that scorecards are completed and submitted into the system after each interview and round.

A debrief meeting, held each evening, is used to identify issues associated with interviews and plans are formulated to troubleshoot, if necessary. National FFA staff and adult consultants provide insights from the day, and committee members identify issues and concerns.

The final scores are only provided to the nominating committee as they begin their deliberations.

**ROLE DURING DELIBERATIONS**

As described in Section 2, the top 50 percent of the candidates within each region and top 50 percent of highest overall score will advance for the final three rounds of interviews and consideration as a national officer. This administrative step accomplishes two purposes. First, it provides the nominating committee with a smaller group of highly qualified candidates to consider more intensely for the creation of the final officer slate. Second, by letting the interview process select the top candidates, it removes the potential of considering a candidate on personal preferences alone.

During the creation of the officer slate, the nominating committee will use all the information at their disposal to create the final slate — the candidate’s application form, the scoring summary of each viable candidate and personal notes made during the interviews.

Only two things guide the creation of the officer slate: First, the requirement that there be one officer from each of the FFA regions plus a president and secretary who are chosen at large; second, the need for a balanced slate. It is unlikely that six candidates will emerge who possess all five competencies to a high level. What the nominating committee will do is seek to create a slate that is highly knowledgeable and skilled and is balanced in the desired national officer behaviors. The entire committee approves the final slate of the best six officers with the committee report presented to the delegate body during the final national convention session.

**AFTER CONVENTION**

Each nominating committee member and adult consultant signs a non-disclosure agreement prior to participating in the process to hold them to a standard of confidentiality following convention. When convention is complete, no member of the process, including students or adults, are authorized to speak on what occurred during the process or discuss specific candidates. This standard is upheld and an expectation of nominating committee members through convention and beyond.

Following convention, it is the expectation that the nominating committee will participate in a formal review process to debrief the process and make recommendations for improvement.
ADULT ROLES IN NATIONAL OFFICER SELECTION PROCESS

Adults play a supportive role in the national officer selection process. Adults are available to support and advise the student nominating committee in fulfilling their responsibilities. The roles adults play can be divided into two categories: formally appointed adult consultants and adults who assist with interviews or scoring.

Formally Appointed Adult Consultant Roles

- Trainers
- Legitimizers
- Scoring overseers
- Voice of consciousness
- Managers of candidates
- Tabulators
- Advisory committee
- Review objectives/competencies to be assessed with the nominating committee before the round
- Allow three to five minutes following the round for the committee to revisit the round and objectives/competencies; then encourage committee to synthesize independent notes on what they saw.

The formally appointed adult consultant roles are outlined further in this section.

Adults Assisting with Interviews or Scoring

- Making recommendations qualitatively
- Interviewers or experts giving qualitative feedback
- Facilitators
- Writing exercise examiners

Formally Appointed Adult Consultants

The following adults have been appointed to the national officer selection process by the National FFA Organization leadership and board of directors. They are charged with:

1. Ensuring the fairness of the process and adherence to board policies.
2. Providing guidance (as requested and appropriate) to the nominating committee members.

Each adult member has unique roles as described below.

Board Superintendent

An adult member of the FFA board of directors is selected by the board to monitor the national selection process on behalf of the National FFA Organization. In addition, the board representative will be called upon in situations where board policy and/or procedures require interpretation and application.
**Adult Consultants**

The AAAE, and NASAE appoints three adults who assist in the management and delivery of the national officer selection process. Each adult is approved by a board vote. The required region submits a potential nominee to serve as adult consultant. The national FFA advisor reviews the candidate and is approved by the board. A rotational plan has been established to guide the selection of these three adults. The nominating organizations have also been identified in this table. The president of the nominating organization shall be contacted by the FFA staff responsible for the process to secure a nomination to submit to the board of directors.

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<th>Begins in</th>
<th>Region</th>
<th>Career Position</th>
<th>National Organization</th>
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**At National Convention and Expo**

Three adults, appointed by their AERO group, oversee the implementation of the national officer selection processes at the national convention and expo and training of the nominating committee. During the three-year term, the position responsibilities increase each year. The adult chair (third year) is the lead adult to the selection process. The other adults operate under the adult chair’s supervision.

The three adult consultants will be sequestered along with the nominating committee and national staff, typically working many long hours over the 11 days (Arrival – Wednesday before convention and Departure – Sunday after convention). There will not be an opportunity for outside work or meetings to be conducted during the on-site national officer selection process. Adult consultants are strongly encouraged to come to the National FFA Convention & Expo fully prepared and rested in order to be mentally and physically able to conduct the weeklong selection process.

Specific duties for each year of service are:

**First-Year Responsibilities**

- Observe process to gain a clear understanding of its function and assist in training the committee.
- Serve as timekeeper and supervise scorecards are completed and submitted into the system after each interview and round.
- Submit an evaluation report to the board superintendent and FFA recommending improvements for the selection process.

**Second-Year Responsibilities**

- Assist in training the committee.
- Supervise committee and interviewing process in the interviewing room(s) to ensure consistency of interviews.
- Administer the writing exercise.
- Work with the nominating committee secretary to compile the official minutes of the committee process, including questions and room setup for each round.
- Submit an evaluation report to FFA recommending improvements for the selection process.
Third-Year Responsibilities

- Serve as adult chair and oversee entire selection process.
- Meet with the appropriate FFA staff member in September for the purpose of reviewing the process and preparation for the nominating committee conference call.
- Review the schedule of interview rounds prior to the convention and expo.
- Coordinate with FFA staff prior to convention and expo to ensure all arrangements are made for the selection process at the national convention and expo.
- Communicate with adult consultants and the nominating committee prior to the convention and expo.
- Oversee committee process, providing guidance when necessary.
- Submit an evaluation report to FFA recommending improvements for the selection process.

Board Superintendent Job Description
To ensure accuracy in scoring and data entry during the national officer selection process, a representative from the board of directors will ensure the process is being operated in the fairest manner possible. This individual will be a member of and appointed by the National FFA Board of Directors. Specific duties for service are:

Before National Convention and Expo

- Participate in a conference call with staff liaison to identify specific schedule for role at the convention and expo.
- Identify a system of checks and balances to be used in validation during the convention and expo.

At National Convention and Expo

- Provide final sign-off on scores before top 50 percent of candidates overall and for each region is announced to nominating committee.

National FFA Staff
Two FFA staff members have been assigned to provide leadership to the delivery of the national officer selection process. The assigned national staff members work closely with the adult chair to implement the procedures for the selection process. This work includes verifying the candidates’ eligibility, disseminating appropriate information to the candidates and the nominating committee, reserving required facilities, preparing materials needed during the process (scoring system) and securing the additional personnel needed for nominating committee training.

Candidate Resources
For additional resources and study materials, visit https://ffa.box.com/s/ukmyqfkzv8s2miedal2wbm0km2d8ddmb.

Questions?
Please email NomCom@ffa.org.