



NATIONAL FFA
NATIONAL OFFICER
SELECTION PROCESS



2020 National Officer Selection Process Handbook

TABLE OF CONTENTS

Introduction	3
Guiding Principles	3
Philosophy and Guiding Objectives for the National Officer Selection Process	3
Board Policies and Constitutional Provisions	4
Constitutional Provisions for National Officer Selection Process.....	4
Policies Regarding National Officer Selection	5
National Officer Competencies	5
The Application Process	6
Completing the Application.....	6
The Selection Process	7
Phase One.....	8
Phase Two.....	9
Scheduling of Rounds and Timeliness.....	10
The Scoring System	11
The Scoring Scale and Weights for Each Competency.....	11
Scoring Calculations.....	11
Score Reporting.....	12
Deliberation and Selection	13
The Nominating Committee	13
Nominating Committee	14
Nomination, Application and Submission Procedures.....	14
Committee Selection	14
Board Policy.....	14
Committee Responsibilities.....	14
Committee Preparation Prior to National Convention and Expo.....	14
At National Convention and Expo.....	15
Role During Deliberations.....	15
After Convention.....	16
Adult Roles in National Officer Selection Process	16
Adults Assisting with Interviews or Scoring.....	16
Formally Appointed Adult Consultants.....	16
Board Superintendent.....	16
Adult Consultants.....	16
Board Superintendent Job Description	17
National FFA Staff.....	17
Adults Consultants, Board Representative, & National FFA Staff: 2020 National Officer Selection Process.....	18
Candidate Resources.....	18
Questions.....	18

Introduction

The task of serving as a National FFA Officer is one that comes with incredibly high honor, as well as incredibly high responsibilities. To read more about the role of a National FFA Officer, [click here](#). The National Officer Selection process exists to give all candidates a fair, equitable opportunity to achieve the goal of serving as a national officer. This is achieved through an incredibly rigorous process that places candidates in a number of situations relevant to what they would experience as a national officer.

To select the next national officer team, a committee of nine student individuals, selected by the outgoing national officer team, are the sole decision makers. Through a series of interviews, applications evaluations, and thoughtful deliberations—these students leave a lasting impact on our organization.

This handbook outlines the principles, policies, and protocols surrounding the National Officer Selection Process. If clarification is needed in any area, please contact nomcom@ffa.org.

NOTE: The most recent revision of the National Officer Selection Process concluded in 2016. The current process, outlined in this document, is in place from **2017-2021**.

Guiding Principles

The following are core philosophies and guiding principles for the National Officer Selection process.

Philosophy and Guiding 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.
- Ensure 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.

*Based on the COVID-19 national emergency, the National FFA Organization Board of Directors supports National FFA staff in extending deadlines and exhibiting leniency to state associations, local chapters, and FFA members in relation to submission deadlines that are affected by the postponement of state conventions and events, including but not limited to deadlines as stipulated in the National FFA Organization's governance documents. With this in mind, the deadline of the 2020 National Officer Application has been **extended to 5 p.m. EDT on September 1, 2020.**

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.

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 by the National FFA Organization will be eligible to run for national FFA office. (1991)
- No FFA member serving on the national FFA nominating committee will be eligible to run for national FFA office. (2006)

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.

National Officer Competencies

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.

The Application Process

The first step in the selection process is the National Officer Application, which is collected through the online National Officer Selection Process system. Access to this system is provided after a student has been designated a state's national officer candidate.

The National Officer Candidate application is due at **5 p.m. EDT on September 1, 2020**. Please note this date contradicts the date listed in Article IX, Section C of the National FFA Constitution. Please see this footnote relating to this section of the constitution for further details.

If questions arise at any point in this process, state staff or candidates should contact nomcom@ffa.org.

Nomination Process and Submission Deadlines

Step 1 – State Staff Designate 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. This link will be communicated to state staff via e-mail. 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 login to the selection process system. Please note that in order to login, an individual must have a working FFA.org login. If you cannot login, please contact loginhelp@ffa.org.

Step 3 – Candidate Submits Application to State Staff for Final Submission

State staff review 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 5 p.m. EDT on September 1, 2020**.

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. 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.

Candidate Contact Information Tab

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 may be a college address. If this is the case, utilize the section 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.

High School Information Tab

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. **Candidates are encouraged to double check with state staff that they will qualify for ACTIVE membership during their term in office, should they be elected.** A member may retain active student membership until November 30, following the **fourth** National FFA Convention after graduation from high

school. This means that the last year a candidate can **run** for office would be their **third** convention after high school.

Press Details Tab

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.

Attachments Tab

There are five **required** attachments:

- **One** essay. The topic for this essay is "**What I hope to accomplish as a National FFA Officer**".
- **One** resume
- **Three** letters of recommendation. One of your references must be a state leader from your State FFA Association

The photo is optional. All document attachments must be in **PDF format** and should be saved as **YourName_AttachmentName.pdf**. The photo must be in .JPEG or .PNG format, and should be saved as **YourName_Photo**.

National Office Tab

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 this [jacket sizing guide](#) 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. Agreeing 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 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.

Final Submission

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 the candidate, granting edit rights to the application again. This process can happen as many times as it takes to finalize the application. **State staff must complete final submission to National FFA by 5 p.m. EDT on September 1, 2020.**

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, One-on-One Interview round, and the 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. No deliberations will at this time, the advancement is conducted solely from scores. Additionally, 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, referred to as **the Advancement**, 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. 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 (scored together), 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.

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 that 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 two or three 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 (Two Essays) – 180 minutes, candidate completes individually

Necessary technology 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 relating to these areas, as well as demonstrate their ability to communicate through writing.

Each of the writing samples will be reviewed 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 the FFA or agricultural education areas of knowledge, and will be up to the committee to decide which topic area each year. This topic will be the opposite of the Media Round, which occurs later in the process.
- Five minutes are focused on the candidate's ability to deliver spoken presentation. Candidates will be stopped at five minutes.
- The final five minutes are focused on on the candidate's ability to respond accurately to questions regarding topic and presentation from an outside expert.

Candidates will have 20 minutes in a private preparation room to prepare for delivering a five-minute speech on the provided topic. When preparing their speech, candidates should plan as if they are advocating for this topic and it's 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 speech. 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.

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 that would create a conflict of interest surrounding a candidate (serving on a state board of directors or Foundation, etc.)?

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 – 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 (ie: 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. Regardless of personal preference, this request will not affect their score. **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 will not offer any opinion on any candidate to the nominating committee. There will be a group of students for the morning interviews and a different group of students for afternoon interviews in order to maximize participation, engagement, and cognition from students. The chapters used for this experience will 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 casual event for all phase two candidates, nominating committee members, adult consultants and national FFA staff that is in part selected by the nominating committee (feasibility dependent). 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.**

Scheduling of Rounds and Timeliness

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 random draw. 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.

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.

The Scoring System

The scoring system in place for the selection process 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. This section details the scoring processes used throughout the rounds described in the previous section.

The Scoring Scale and Weights 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. **All** five competencies are weighted **equally** at **20%**.

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 selection process, 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.

Each report will contain the following table of information:

Candidate				Region:			
Name:							
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.							
	Candidate's Cumulative Weighted Score	Region Average	National Average	National Range	National Median		
Communication (20%)							
Team Player (20%)							
Areas of Knowledge (20%)							
Character (20%)							
Influence (20%)							
Total Score (out of 5)							
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.							
	Score for Round Out of 5	Region Average by Round	National Average by Round	National Range	National Median		
Personal Round I							
Writing Exercise							
One-on-One							
Stand & Deliver							
Round Robin							
Media Round							
Facilitation							
Personal Round II							

Deliberation and Selection

Following the final interview round, the nominating committee will take a break to recharge before beginning the deliberation process. A considerable amount of time and thought goes into 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. 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 nominating committee reconvenes and makes initial recommendations for a slate of officers. Members share the recommendations and evidence that support 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 their top candidate from each of the four regions first. Once the top candidate in each region is selected, the next top two candidates, 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 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. To nominate an individual, [click here](#). 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 login 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. Nominees will need a valid FFA.org login to access the system.

Submission: State staff review the application (read-only format) and complete final submission to National FFA. **Applications are due 5 p.m. EDT on August 1, 2020.**

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. **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.

An FFA member serving on the national officer nominating committee 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. 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 all 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. The study guide

provides a week-by-week guide of questions to answer, reflection guides, research, and additional relevant content.

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 National FFA Convention & 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 commonalities (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.

The interview process begins on Saturday morning and concludes with the final scheduled round concluding Thursday afternoon. 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 above, 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.

Begins in	Region	Career Position	National Organization
2020	Southern	Teacher Educator	AAAE
2021	Central	Executive Secretary	NASAE
2022	Eastern	State Supervisor	NASAE
2023	Western	Teacher Educator	AAAE
2024	Southern	Executive Secretary	NASAE
2025	Central	State Supervisor	NASAE
2026	Eastern	Teacher Educator	AAAE
2027	Western	Executive Secretary	NASAE
2028	Southern	State Supervisor	NASAE
2029	Central	Teacher Educator	AAAE
2030	Eastern	Executive Secretary	NASAE
2031	Western	State Supervisor	NASAE

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.

Each adult consultant holds an equal role in the process. Consultants are primarily present to ensure equity, rigor, and legitimacy of the selection process. Adult consultants are **crucial** in executing the selection process. In addition to providing outside legitimization of the process, consultants are the individuals in interviews keeping time, monitoring rounds and ensuring scorecard submissions, and working with National FFA Staff in training the committee. Staff members lean heavily on the consultants for their expertise, experience, and opinion in executing this process. Instead of just being an overarching overseer of the process, adult consultants are truly fully engrained into the execution of the 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 consultants and board representative 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.

Adults Consultants, Board Representative, & National FFA Staff: 2020 National Officer Selection Process

The following individuals are the adult consultants, board representative, and National FFA Staff engaged in the 2020 selection process.

Erin Noble

3rd Year Adult Consultant - National Association of Supervisors of Agricultural Education (NASAE)
State Program Leader for Agricultural Education/State FFA Advisor
New Jersey FFA Association

Kevin Fochs

2nd Year Adult Consultant - National Association of Supervisors of Agricultural Education (NASAE)
State FFA Advisor
Alaska FFA Association

Dr. Donna Westfall-Rudd

7th Year Adult Consultant – Southern Region, American Association for Agricultural Education (AAAE)
Associate Professor, Teaching and Learning
Virginia Tech University

Dr. Eric Rubenstein

Board Superintendent, National FFA Board of Directors
Associate Professor, Agricultural Leadership, Education, & Communication
University of Georgia

Eric Nelson

Program Specialist - Committee Training & Management, Process Content
National FFA Organization
enelson@ffa.org

Stephanie Kappus

Program Manager - Candidate Management, Scheduling & Logistics, Scoring System
National FFA Organization
skappus@ffa.org

Candidate Resources

For additional resources and study materials, visit [here](#).

Questions?

Please email nomcom@ffa.org.