

National FFA Officer Candidate Screening and Preparation Guidelines: Tennessee FFA Association

I. Purpose

1. The purpose of this committee is to select the Tennessee National Officer Candidate and help them be successful in their run for this highly competitive position in the National FFA Organization.

II. Student Involvement

1. The NOCC Committee encourages all qualified candidates to submit an application and participate in the process. The chance to represent Tennessee FFA Organization as a National Officer is an once-in-a-lifetime opportunity. Good luck candidates!

III. Process

1. National Officer Candidate Coordination (“NOCC”) Committee
 - a. A National Officer Candidate Coordination (“NOCC”) Committee shall be appointed by the board of the Tennessee FFA Association to oversee the screening and preparation of Tennessee’s National Officer Candidates. This NOCC Committee shall have the responsibility of selecting and appointing a National Officer Candidate Screening (“NOCS”) Committee, coordinating the screening process, coordinating the application process, and overseeing the National Officer Candidate’s execution of a Plan of Action (“POA”) for preparing as a candidate and other requirements of the Candidate. The NOCC Committee shall include: Phillip Baker, Amy Beckham, Chaney Mosely and the State CTE Specialist for FFA. The NOCC committee shall select a chairman, which will report back to the FFA Board. The NOCC Committee and NOC shall report back to the FFA board every year or if requested by the FFA board. The FFA board will reappoint the NOCC committee if a replacement is needed. A list of possible members should be recommended by the state office.
- 2 National Officer Candidate Screening (“NOCS”) Committee
 - a. A National Officer Candidate Screening (NOCS) Committee shall be selected by the NOCC Committee. The purpose of the NOCS Committee is to choose a candidate to represent Tennessee as the National Officer Candidate based on an application and National Officer Screening Process. The committee should be composed of six (6) active student members, three (3) collegiate members and two (2) adult members. The six student members should include two representatives from each grand division of the state and the collegiate members selected from three different collegiate programs. The two adult members should be chosen from among the following groups: agriculture teachers/FFA advisors, teacher educators, FFA Foundation Board members, Alumni members, former national officers, former national officer candidates, former national officer nominating committee members, and others as determined by the NOCC Committee and a chairman appointed by the NOCC Committee.
 - b. NOCC will appoint a coordinator for the NOCS process.
 - c. NOCS active members should be selected from the current and past Regional Officers, active Collegiate FFA members and current and past State Officers. NOCS adult members should have experience working with National Officer Candidates.
- 3 Application

- a. The selected candidate should complete the standard application for national office, which can be found at FFA.org after he or she has been selected. **Documents that should be turned in as a part of the National Officer Candidate Selection Process should include a budget, Plan of Action, and letter of application.**
- b. **Candidates who have not already received the American FFA Degree should submit a completed American Degree application simultaneously with their application for national office.**
- c. A letter of application is usually your first introduction when applying for a position with an organization. The letter of application should give the reader a reason to look at your resume. There are several common components to include in your letter of application. A successful letter of application will articulately and passionately address why you desire to serve as a National FFA Officer in 1000 words or less.
- d. All application materials are typically due within two weeks of the adjournment of state convention.
- e. The applications and the credentials of the candidates will be certified by the state office for completeness and qualification to run and all certified applications materials will be provided to the NOCC Committee. The NOCC Committee will then provide the applications to the National Officer Candidate Screening Committee as appropriate.

4 Plan Of Action (“POA”)

- a. Each potential candidate shall submit a Plan of Action with their application. This POA will outline their proposed preparation regimen.
- b. A POA should include items such as (but not limited to): number of workshops the candidate will facilitate, number of practices the candidate will plan, potential speaking engagements, training opportunities, out-of-state candidates they may pursue to work with, potential National Officer Coach/mentors, and other components of preparation.
- c. The NOCC shall determine how the POA is considered and weighted in the National Officer Candidate Screening process.
- d. Within 2 weeks after being chosen to be the candidate a meeting should be scheduled with the NOCC committee to approve the POA, select a Coach, approve a budget, and establish a calendar of events timeline.

5 Screening

- a. Every applicant certified by the state office for the national officer candidacy may participate in a National Officer Candidate Screening.
- b. This screening should consist of as many elements of the actual national process as possible. The national process is revised periodically; therefore, Tennessee’s state process should be revised to reflect any changes made at the national level. The national process currently includes:
 - i. Personal Round 1
 - ii. Writing Exercise
 - iii. One-on-One Interviews
 - iv. Advocacy Stand and Deliver (speech)

- v. Facilitation Round (Phase II)
 - vi. Round Robin/Media Round (Phase II)
 - vii. Personal Round 2 (Phase II)
- c. Candidates should be notified of proposed dates for the National Officer Screening within the week following submission of the applications.
 - d. The screening shall be held as soon as practically possible after the applications are submitted and, when possible, no later than the first week of May.

6. Candidate Expectations

- a) Must Identify a National Officer Coach for further accountability and help. The candidate should have a list of 2 or 3 prospective coaches to choose from.
- b) Develop a calendar/timeline/schedule for their POA and circulate to the NOCC Committee, state staff, National Officer Coach, other volunteers, FFA Foundation Board of Directors, FFA Board of Directors, and supporters (the "NO Support Network")(See attached sample, Exhibit 1).
- c) Develop and submit a budget for approval. The State Office will have final approval. The State Office should work out an agreement with the FFA Foundation as to how the budget will work and what will meet approval. When expenses are paid by the state, they must meet state rate and budget requirements (similar to that of state officers). The budget should include how much the candidate intends to contribute (See attached sample, Exhibit 2).
- d) Submit final application and letters to NOCC thirty days prior to the national application due date.
- e) Arrange for and attend at least one session with a speech professional.
- f) Arrange opportunities for and facilitate several workshops using the National format. (Should cover all ten topics with 20 plus workshops as a goal)
- g) Organize and participate in at least one interview/speech practice per month following the screening.
- h) Schedule at least four public speaking engagements.
- i) The Candidate's Coach should submit updates from time to time through email to the NOCC and NO Support Network members.
- j) Arrange for and complete at least two full mock interviews during September and October. Mock interviews should consist of every element of the actual National Officer Selection process.
- k) The coach should schedule meetings between the candidate and the NOCC Committee in May, July, and September to evaluate progress and provide direction. (These meetings may require the use of conference call or computer link to facilitate all committee members)
- l) Obtain and utilize all mentioned resources on the candidate guide Web site (books, newspaper, online publications, etc.)
- m) Read and study the current National Officer Handbook. The National Officer Coach should commit to becoming familiar with this handbook as well.

- n) Learn and study the points and competencies by which they will be scored. Each major competency should be studied in depth and the National Officer Candidate should practice how to best portray these competencies throughout the entire process and round-by-round. This can be demonstrated and evaluated during candidate practices.
- o) Interaction beyond the interview room is looked at and evaluated by the nominating committee, either directly or indirectly. It's important that candidates receive some form of training or practice in social interaction.
- p) Candidates should utilize the tips and knowledge of previous National Officer Candidates. They may be able to share information that does not appear in the handbook.
- q) Candidates may reference the National Officer Candidate Timeline available on FFA.org for specific suggestions on when certain training elements should be completed.
- r) The National Officer Candidate is responsible for fulfilling the requirements and executing their POA. The NOCC and National Officer Coach are available to provide guidance, assistance and feedback.
- s) The National Officer Candidate is encouraged to help build Tennessee's capacity for developing well-prepared candidates by identifying, inspiring and securing participation of new members in the NO Support Network
- t) In the event that a candidate cannot meet their expectation, at the recommendation of the NOCC the State Office may pull a candidate from running.

2. Candidate acceptance

- a) The National Officer Candidate will sign a commitment form outlining requirements for candidacy, conduct, etc.

I have thoroughly read and understand the National Officer Candidate Screening and Preparation Guidelines. I understand that the National Officer Candidate Coordination Committee (NOCC) is empowered and charged with the duty and responsibility of working with me to ensure that I faithfully execute my Plan of Action for preparing as a candidate and that I strive to meet the Candidate Expectations as set forth in the Guidelines. I further understand that it is my obligation to develop, obtain approval for and execute that plan and to work diligently throughout the preparation process so that I represent Tennessee to the upmost of my ability.

(Signed)

(Date)

Sample Documents

(Insert Name)—National Officer Candidate (TN)
Schedule—(Insert Year)

June

June 4-5: Address FFA camp attendees at general session and facilitate two, ten minute workshops during classes
June 8: Mock Interview, Lebanon
June 11-12: Address FFA camp attendees at general session and facilitate two, ten minute workshops during classes
June 22: Mock Interview, White House
June 18-19: Address FFA camp attendees at general session and facilitate two, ten minute workshops during classes
June 25-26: Address FFA camp attendees at general session and facilitate two, ten minute workshops during classes

July

July 2-3: Address FFA camp attendees at general session and facilitate two, ten minute workshops during classes
July 6: Mock Interview, Murfreesboro
July 9-10: Address FFA camp attendees at general session and facilitate two, ten minute workshops during classes
July 16: Alumni Council Meeting
July 18, 19: YF&R Conference
July 19: Middle Region Officer Workshop
July 20: Mock Interview, White House
July 18, 21-23: Fall Buyers Show for Co-op
July or August: Work with Dr. Hillman (Presentation/Speech Skills)

August

August 1: Internship ends
August 3-6: Tampa with Dr. Dyer
August 11-15: Cookeville with Mitch Baker (Facilitation)
August 13-15: Farm Fest facilitator for Co-op
August 17: Mock Interview (tentative) White House
August 25: Start Fall Semester
August: Officer Workshop with the Lebanon FFA

September

September 4: Workshop
September 7: Mock Interview (tentative) White House
September 11: Workshop
September 21: Mock Interview (tentative) White House
Mid-September: Workshop with Greene Co. schools
Late-September: Workshop with Eagleville, Riverdale officers
September: Mock Interview and/or workshop in Michigan

October

October 3: Workshop (Middle School)

Sample Documents

October 5: Mock Interview (tentative) White House
October 10: Workshop
October 13: Workshop
October 18: Depart for Indianapolis (National Convention)
October 25: Elected to National Office

I am not planning anything past October 13th to use that time for final studying and personal prep. I will continue to study on my own every day.

As opportunities arise I will pursue them and welcome any help.

Sample Documents

(Insert Name)—National Officer Candidate (TN)
Budget—(Insert Year)

Leadership Training

Event: National Officer Training Day

This training day is hosted by former national president Corey Flournoy at the University of Illinois. This will consist of mock interviews and critiques as well as training in various areas. There could potentially be 5-10 national officer candidates present.

Expense: Gas to Chicago, IL, Champaign, IL, and back to Cookeville (1,074 miles)
(approx.: \$250)
Flournoy training fee (\$225)
Total = \$475

Event: Additional leadership training opportunities that may arise.

Expense: Total = \$300

In State Travel

Event: Various workshops, interviews, practices, etc.

Expense: \$150/month (5 months total)
Total = \$750

Speech Training

Event: Dr. Ralph Hillman

Expense: Estimated Total = \$1200

Event: A class or seminar teaching social interaction in the professional setting. Ex: Dale Carnegie class.

Expense: Dale Carnegie One-Day Seminar: \$35
(Courses and Seminars are offered in Nashville)
Additional Training TBD \$200
Total = \$235

Convention Registration/Hotel

Event: National Officer Election

Expense: Total = \$1000

Total Estimated Expenses = \$3,960