Chapter Officers serve a vital function in FFA. By taking a major leadership role, these students grow from the experience and benefit the chapter. It should be the officers' goal to lead by example and encourage other members to participate in chapter activities. The following are general duties expected of all officers.

* A genuine desire to be a part of a leadership team.
* A willingness to accept responsibility.
* A sincere desire to work with all chapter members in meeting their leadership, personal and chapter goals.
* A commitment to lead by example.
* A knowledge and understanding of the chapter, state and national FFA constitutions, bylaws and programs.
* A working knowledge of parliamentary procedure.
* An ability to memorize and recite their parts in the official ceremonies.

**President**

* President over meetings according to accepted rules of parliamentary procedure.
* Appoint committees and serve on them as an ex-officio (non-voting) member.
* Coordinate the activities of the chapter and evaluate the progress of each division of the Program of Activities with Advisors.
* Represent the chapter in public relations and official functions.

**Vice President**

* Assume all duties of the president if necessary.
* Develop the Program of Activities and serve as an ex-officio (non-voting) member of the POA committees.
* Coordinate all committee work.
* Work closely with the president and advisors to assess progress toward meeting chapter goals.
* Establish and maintain a chapter resource file.
* Oversees the FFA Web Page with Advisor and Historian.

**Secretary**

* Prepare and post the agenda for each chapter meeting.
* Prepare and present the minutes of each chapter meeting.
* Place all committee reports in the designated area in the Official FFA Chapter Secretary's Book.
* Be responsible for chapter correspondence.
* Maintain member attendance and activity records and issue membership cards.
* Assists the Reporter to keep the Program of Activities wall chart up-to-date.
* Have on hand for each meeting:

1. Official FFA Chapter Secretary's Book including minutes of the previous meeting
2. Copy of the Program of Activities including all standing and special committees
   * Official FFA Manual and Student Handbook
   * Copies of the chapter constitution and bylaws

**Treasurer**

* Receive, record and deposit FFA funds and issue receipts.
* Present monthly treasurer's reports at chapter meetings and files with secretary.
* Works with Advisor to collect dues and special assessments.
* Maintain a neat and accurate Official FFA Chapter Treasurer's Book.
* Prepare and submit the membership roster and dues to the National FFA Organization in cooperation with the secretary.
* Serve as chairperson of the earnings and savings committee.
* Submit fall articles to the Baytown Sun, Eagle Eco and Press.

**Reporter**

* Send articles to school publication of chapter events and a copy to FFA New Horizons publications.
* Submits announcements to school monitor and website
* Maintains the FFA Chapter Calendar in the office.

**Sentinel**

* Assist the president in maintaining order.
* Keep the meeting room, chapter equipment and supplies in proper condition.
* Welcome guests and visitors.
* Keep the meeting room comfortable.
* Take charge of candidates for degree ceremonies.
* Assist with special features and refreshments.

**Student Advisor**

* Supervise chapter activities year-round.
* Inform prospective students and parents about the FFA.
* Instruct students in leadership and personal development.
* Build school and community support for the program.
* Encourage involvement of all chapter members in activities.
* Prepare students for involvement in contests and awards programs.