

Plan of Work year 2019 - 2020
FFA
State of Vermont

1. State and National Conferences:

- ✚ **VT FFA Roundtable, TBD**
- ✚ **State Officer Summit and Delegate Training** – July 2020, Washington, DC.
- ✚ **Eastern States Regional contest**, September 13 – 15, 2019
- ✚ **National Convention** – October 27 – November 2, 2019, Indianapolis, IN
- ✚ **NASAE Conference** – October 27 – 29, Indianapolis, IN
- ✚ **Vermont Annual Farm Bureau Conference** - December 2019, Burlington, VT
- ✚ **Base Camp 2** – January 10 – 12, Middlebury, VT
- ✚ **Farm Show** – January 29, 2020 Champlain Valley Exposition, Colchester, VT
- ✚ **VT CTSO Legislative Breakfast/Entrepreneurship Day** – February 2020
- ✚ **VT State Convention, May 11 – 12, 2020**
- ✚ **New State Officer Continuum**– May (3 days location to be determined)
- ✚ **Base Camp June 27 – July 3, 2020 Lyndon University**

Actions: The FFA State Officer Team, along with their Executive Director, will meet regularly to plan and implement their administrative duties regarding these conferences and state appearances. We will keep in continuous contact via face to face meetings, telephone calls, text messages, email and electronic web chats/video meetings.

Alignment with Industry Standards and Program Competencies:

- ✚ All state competitions are either currently aligned or are being aligned with industry standards. To continue to move our CDE's closer to national competition requirements.
- ✚ All national competitions are aligned with industry standards and common core stds. nationally.
- ✚ All test development is overseen by the educational staff at national FFA in conjunction with industry and secondary educational consultants.
- ✚ National FFA executives serve on National industry boards as well as the National Agriculture Committee. By sitting on these boards, they keep our standards current with industry and make sure that our competitions are aligned appropriately.
- ✚ FFA local advisors are required to make sure that their curriculum is aligned in a similar manner, for them to teach.

Goal: To increase the numbers of chapters and members that participates in State convention and state activities. This will start year two of the state officer continuum and we will again host Base Camp 1 for the New England States. Our goal for the year is to see that one new chapter participates at Farm Show, State Convention and National Convention. We also wish to see participation remain steady at all events.

Assessment: The national conventions use their own methods for obtaining feedback from participants to increase the success of the conventions from year to year. The State Officer team along with the Executive Director will work to design and implement an assessment questionnaire at the conclusion of each state event, specific to that event, for our members. Each year competitions and events change thus the need for changing the assessments.

2. Membership:

Goal: To bring one chapter out of hiatus and return as a functioning chapter, to see membership maintain or increase by 1%.

Rationale: There are 17 Career & Technical Centers within the State of Vermont with many students taking diesel, automotive, agriculture business, to name a few. Our present membership consists of 18 chapters (only 6 are active) at least 5 new instructors, 340 members. There is always room for more members and advisors.

Actions:

- ✚ The State Officer team along with their Executive Director have made an initial reach out to all chapters to visit. Following up with a set date to meet with each chapter through mail.
- ✚ The State Officer Team will devote time to visiting all chapters and make presentations to increase the awareness of FFA as well as the benefits of being a member.
- ✚ State Officers will present information about FFA and its leadership components to agriculture students at the Vermont Farm Show.

Assessment:

The officers will design an assessment of their presentation for each chapter and will use the information given to improve. Membership is shifting again this year to the students being able to register themselves, we will use the data from self-registration to see if it was a positive step.

3. Leadership Development:

Goal: Build and assist chapter officers and local members in building comprehensive leadership skills.

Actions:

- ✚ Plan, organize and implement a leadership workshop.
- ✚ State Officer Team will bring their leadership skills learned from Check point 1 and 2, and Base Camp 1 to the Vermont Farm Show and the VT State Convention.
- ✚ Add information to the state web site about running for and being a state officer.
- ✚ Schedule and meet with local chapter officer teams to promote building leadership skills, involvement, and communication.
- ✚ Plan and implement the State of Vermont FFA Convention – held annually in May.
- ✚ Plan, organize and assist in the leadership for a Leadership Conference for Vermont.

- ✚ Working with industry, alumni and others to build a strategic plan.
- ✚ State Officers connecting and working with VT Agriculture Dept. Breakfast on the Farm
- ✚ State Officer Meetings: Monthly leadership meetings.
- ✚ Executive Director will keep updated a hand book for future State Officers with input from previous officers, adding in more comments each year.
- ✚ Executive Director will continue to update a handbook, describing the position and how to organize each event, contacts, up to date.

Assessment: The team will use exit interview questions at the end of each event for feedback from the participants, as well as minutes of meetings, etc.

4. Career Development:

Goal: Move agricultural awareness to the forefront, showing that agriculture is used in every aspect of our day to day life.

Rationale: There are more than 4,000 students enrolled in our 17 technical high schools within Vermont. Every aspect of technical education relies in one way or another on agriculture.

Actions:

- ✚ Bring in alumni to speak with various classes and technical centers about how agriculture affects our lives.
- ✚ Recruit local businesses to sponsor CDE's at State Convention
- ✚ Work with the AOE on using the CDE's as a method for student assessment of learning
- ✚ Work with the Department of Agriculture in connecting FFA Advisors and members with the Farm to Plate/Farm to School initiative.
- ✚ Alumni to speak on how their experiences in FFA growing up shaped their life decisions and their careers.
- ✚ Recruit local business owners and employees from agriculture industries to be judges at our local competitions
- ✚ Work with Foundation to connect with alumni and set up a data base for informational interviews, judges, etc.
- ✚ Work with VT Alumni and National Alumni to increase their participation and to set up local chapters in support of current FFA members.

5. Local Advisor Skills:

Goal: To make sure that all advisors have a clear understanding of how to use the new FFA.org, Career Network platforms and where to find things on it.

Actions:

- ✚ The Executive Director will provide opportunities for workshops/conferences for the local advisors on how to use the new FFA.org web site.
- ✚ The Executive Director will be the technical support between National FFA and advisors concerning issues with FFA.org.

- ✚ The Executive Director will keep local advisors up to date on any changes or issues that result in them not being able to access this website.
- ✚ The Executive Director will write a newsletter to send out to all advisors as a minimum 1x/month.
- ✚ Local advisor training on how to use AET for proficiency records, American Degrees and SAE's.

Assessment: All local chapter advisors and agriculture teachers will be able to enter their student rosters in a timely manner. The number of roster related questions will decrease. The Executive Director will also employ FAP techniques throughout the workshop/training/technical support to ensure that all participants are learning and comprehending.

6. Communications:

Goal: To establish and maintain effective communication with all chapters and agricultural teachers.

Rationale: The key to a well-functioning group is through effective communication

Actions:

- ✚ Create, distribute and update contact list by Career & Technical Center of State Officers, Chapter Officers and Advisors. The list will be complete with school addresses, email addresses and phone numbers (both cell and home/school).
- ✚ Create a Google based website for publications and minutes from the State Officer meetings.
- ✚ When the VATA establishes their web site, place the link on the state web page.
- ✚ The VT FFA Association will keep the Facebook page up to date and the President will maintain the VT FFA web page.
- ✚ Keep up to date with on line social media sites
- ✚ Use of Facebook Live to stream where when we attend certain events.

Assessment:

Creation of a web site that is available to all with links to VATA, Foundation, etc

7. Connections with Employers:

Goal: To continue to develop partnerships between FFA, Vermont businesses and Vermont Agricultural department and associated agencies.

Rationale: Develop awareness in businesses that may not see the connection between FFA and their business and how the two can benefit from each other.

Actions:

Work with 2 to 3 businesses to connect them as sponsors of FFA.

Work with Foundation Treasurer to be able to list which businesses have donated and levels in order to place on web page.

Assessment:

On the website keep an updated listing of businesses, sponsor level and their web addresses.

8. Integrating CTSO Activities/Events with CTE Programming:

Goal: All CTSO activities at the local, state and national level are considered intra-curricular for FFA. FFA is considered to be intra-curricular as it is not meant as an add on.

Actions: Working with other CTSO Directors to develop, plan and implement a statewide leadership training for all chapter officers.

Assessment: By implementing actions within this POW the goal will be achieved.

9. National CTSO Event Connections:

Goal: To maintain the number of chapters participating at National Convention and the percentage of members attending.

Actions:

- ✚ The State Officers will promote the convention at all their events and as they visit chapters.
- ✚ The State Officer team will disseminate information that they received at Checkpoint 1 and 2, SOS and Base Camp so that chapters can plan their year and are involved in national initiatives. Example: “My story”, Feed the Hungry.
- ✚ The Executive Director will speak with the Agriculture teachers and VATA about the benefits of attending the national convention to members.
- ✚ The Executive Director will email and make personal contact with advisors encouraging them to go. Again the newsletter that will be developed will be beneficial here.
- ✚ The Executive Director will provide the infrastructure necessary to facilitate local chapter participation in the annual convention.

Assessment: The numbers attending will tell the story if the work that the State Officer Team along with their Executive Director was helpful. However, we do acknowledge that in today’s economic times, not all chapters have enough money in their accounts to send individuals to the national convention.

10. Budget:

Goal: To develop and implement a fiscally sound and responsible budget that meets the needs of VT FFA.

Rationale: It is the duty of the Vermont Executive Director to make a budget, establish its purpose and maintain that budget. All financial records should be available to its members.

Actions:

- ✚ The Executive Director will approve all requests for payments.
- ✚ The fiscal day to day accounting will be maintained by: Randolph Career and Technical Center, 17 Forest St. Randolph, VT Attn: Kelly Hutchinson
- ✚ The Executive Director will be responsible for making sure that all dues (state and national) are paid in a timely manner per the bylaws.
- ✚ To ensure that the Association has an insurance policy that covers all events and the Executive Director. To ensure that by the end of 2021 we have a risk management plan in place.
- ✚ The VT FFA Association treasurer will learn and keep up to date the receipts sent to Kelly Hutchinson, Treasurer at the Randolph Career Center and will present budget info quarterly to state officer team.
- ✚ A treasurer's report will be prepared and presented to the membership at the State Convention.
- ✚ An annual audit and financial report will be available to inform members as to income and disbursements of funds.
- ✚ The fiscal year of FFA will be July 1 through June 30th.

FFA Executive Director Work:

Officer Meetings; TBD 1 per month	10 days
NLCSO	6 days
SOS	5 days
Breakfast on The Farm	2 days
Supporting chapters around the state	5 days
National Officer visit	5 days
Eastern States Exposition	1.5 days
National Farmers Fly In	4 days
Soils Competition preparation	1 day
Preparation for National Convention	15 days
National Convention 10/27 – 11/2	7 days
Meetings: VATA, Foundation, CTSO and Mtgs. w/ Ag. Dept.	5 days
VT Farm Show	3 days
National FFA Week – VT activities	5 days
Farm-to-Plate, Farm to School meetings	5 days
NASAE Convention	2 days
State Convention	10 days
New state officer continuum	25 days
Administrative work to support above:	45 days

FFA Executive Director Days

166.5 total