



# 2021 NATIONAL OFFICER SELECTION PROCESS HANDBOOK

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# 2021 National Officer Selection Process Overview

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 several 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, application evaluations, and thoughtful deliberations—these students leave a lasting impact on our organization.

## Becoming a National FFA Officer Candidate

Each state may declare one candidate for national FFA office annually. National officer candidates must be active FFA members, must hold the American FFA Degree at the time of election, and must retain active membership through their term of office. FFA members employed by the National FFA Organization or serving on a national FFA nominating committee are ineligible. Once a student is declared as their state's candidate, they will be enrolled in the National Officer Selection Process online system to complete their application.

## Joining the Nominating Committee

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 several 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.

Any active FFA member is eligible to serve on the committee. To apply, individuals must be recommended and then approved by state FFA staff. Anyone can recommend someone to serve on the committee by [clicking here](#).

## Board Policies

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 recommendations 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.**

Beginning in 2020, all recommended committee members must agree to a social media screening before they will be fully accepted as a potential committee member for the national officer selection process. To learn more about this process [click here](#).

## Recommendation, Application, and Submission Procedures

**Recommendation:** Open to the public April 30 – July 15 each year. To recommend an individual, [click here](#). There is no limit to the number of recommendations for members or states. **The nine states selected to the nominating committee the previous year are not eligible for recommendation in the current year.** State staff approve or reject all recommendations prior to the individual being made aware of their recommendation. Those who recommend individuals are not aware of the state staff approval or rejection of their recommended individual. Approved recommendations require state staff to verify 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 recommended individual is approved, the application system sends them an email with instructions to access a short application and prompt for a 3-minute video submission. Once complete, the individual submits the application to state staff for final submission to National FFA. Individuals 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 2, 2021.**

## Committee Selection

The National FFA Officers conduct an individual review of all submitted nominating committee member applications via the online national officer selection process system. After an initial review of applications, the officer team will select finalists for selection in each region and conduct virtual interviews with those individuals.

Following interviews, the national officer team then convenes to deliberate on finalists' applications and interviews, providing evidence for/against the individuals. 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 Chief Programs Officer 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 individuals not chosen are notified.

## Committee Responsibilities, Pre-Convention Work, and National Convention Experience

Being on the nominating committee is a very high honor, that comes with equally high responsibility. Preparation for the

National Officer Selection Process begins in August and carries all the way through the conclusion of the National Officer

Selection Process in October. For a full overview of this experience, [click here](#).

## Class Credit

If their university allows and agrees, National FFA Staff will work with a committee member's academic advisor to obtain

class credit for their experience upon the committee member's request.

## Important Deadlines for the 2021 National Officer Selection Process

**April 30, 2021:** Recommendations for the National Officer Nominating Committee and applications for National Office and the Nominating Committee open.

**July 15, 2021, 11:59 p.m. EDT:** All recommended applicants for nominating committee must be approved and have their membership verified by state staff.

**August 2, 2021, 5 p.m. EDT:** All applications for nominating committee and national office must be submitted to National FFA by state staff.

## 2021 National Officer Selection Process Dates

### Nominating Committee & Adult Consultants

The Nominating Committee, Adult Consultants, and National FFA Staff should expect to be in Indianapolis for the Selection Process from October 20-31, 2021. Specific dates and times will be provided upon selection.

### National Officer Candidates

National Officer Candidates should expect to arrive to Indianapolis (pending approval of an in-person selection process) on October 22 and stay through October 31. Those candidates elected to National FFA Office will have their

travel rebooked by National FFA, and will remain in Indiana for a few days after the National FFA Convention for orientation.

## Housing

The 2021 National FFA Officer Selection Process will be conducted at the Crowne Plaza Indianapolis – Downtown Union Station. All candidates will be provided housing at this hotel, which will be later billed to their state FFA association. Housing is random with the following factors considered:

- Candidates will be housed based on their gender identity, as designated in their application.
- All candidates will be housed in a double room. No candidates will be given a room to themselves.
- Candidates will not be housed with other candidates from their region.

## 2021 Adult Appointees to the National Officer Selection Process

The following individuals are the National FFA Staff, board representative, adult consultants and deliberation consultants engaged in the 2021 selection process. For a full overview on adult roles in the selection process, [click here](#).

### Eric Nelson

*Program Specialist - National FFA Organization  
Committee Training & Management,  
Process Content*  
[enelson@ffa.org](mailto:enelson@ffa.org)

### Stephanie Kappus, CMP

*Program Manager - National FFA Organization  
Candidate Management, Scheduling & Logistics,  
Scoring System*  
[skappus@ffa.org](mailto:skappus@ffa.org)

### Christine White

*Chief Program Officer - National FFA Organization*  
[cwhite@ffa.org](mailto:cwhite@ffa.org)

### Dr. Eric Rubenstein

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

### Kevin Fochs

*3<sup>rd</sup> Year Adult Consultant, Representing NASAE  
State FFA Advisor  
Alaska FFA Association*

### Dr. Donna Westfall-Rudd

*2<sup>nd</sup> Year Adult Consultant, Representing AAAE  
Associate Professor, Teaching and Learning  
Virginia Tech University*

### Trevor Lucas

*1<sup>st</sup> Year Adult Consultant, Representing NASAE  
FFA Executive Secretary  
Oklahoma FFA Association*

### Deliberation Consultant #1

TBD

### Deliberation Consultant #2

TBD

## 2021 National Officer Selection Process At-A-Glance

### Event Dates & Timing

**Friday, October 22, 2021:** Candidates arrive at any time and check in to Crowne Plaza Union Station. Video exercise is submitted through secure portal prior to arriving in Indianapolis.

**Saturday, October 23, 2021:** Candidate Orientation Breakfast, Personal Round I Interview Round

**Sunday, October 24, 2021:** One-on-One Interview Round

**Monday, October 25, 2021:** Advocacy Stand & Deliver Interview Round, Phase II Advancement

**Tuesday, October 26, 2021:** Round Robin Issues Conversation & Media Round, Casual Activity (finalists only)

**Wednesday, October 27, 2021:** Facilitation Interview Round (finalists only)

**Thursday, October 28, 2021:** Personal Round II Interview Round (finalists only)

**Friday, October 29, 2021:** Candidate Debrief

**Saturday, October 30, 2021:** Announcement of 2021-22 National FFA Officer Team

# National Officer Role & Competencies

## National Officer Job Description

Before officially applying for National FFA Office, it is imperative prospective candidates have a full understanding of the National Officer job description. To gain a better understanding of the role and expectations, [click here](#).

## 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.

### 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.

### 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.

### 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.

### Character

Displays a disposition that is authentic, inclusive, responsible, honest, mature, confident, and respectful.

### Influence

Demonstrates the ability to influence others through modeling expectations, building relationships, and growing the organization.

# Policies and Procedures Surrounding the National Officer Selection Process

## Board 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 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 re-elected, nor be eligible for election to another national office. In the event a national convention is not held in any given year, the National FFA Board of Directors shall make provisions for the appointment of national officers for the next succeeding year. The National FFA Board of Directors shall have the power to appoint a qualified member to fill any office, which becomes vacant between national conventions.

## **Policies Regarding National Officer Selection**

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

### **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)
- All candidates must agree to a social media screening and a background check before they will be fully accepted as a candidate for national office. (2020)
- The practice of soliciting support for a candidate for national FFA office is **not permitted**.
- A state may declare only **one candidate** for national FFA office each year. The state FFA advisor/executive secretary/state supervisor shall make the nomination.



## Social Media Screening and Background Checks

As listed above, all candidates must agree to a social media screening and a background check before they will be fully accepted as a candidate for national office. These screening procedures will be completed by a third-party, and all candidates will be notified of their application status by August 15. As listed in the constitution, candidates have until September 1 to file an appeal on their application status, to which the National FFA Board of Directors has until September 15 to review and respond. A full overview of the process can be [found here](#).

# Detailed Overview of the National Officer Selection Process

## The Application Process

All applications and recommendations are managed through the National FFA Officer Selection Process system, accessible through a private link provided once a candidate is approved to apply. Please click the following links below for assistance with using the system:

**National Officer Candidates – Application Instructions:** [Click Here](#)

**State Staff – System Instructions:** [Click Here](#)

## The Selection Process

The interview process is divided into two phases. The first phase will consist of four scored components including: Video Exercise, Personal Round I, One-on-One Interview round, and the Advocacy Stand and Deliver round. The final phase of interviews includes the Round Robin Issues Conversation, Media Round, Facilitation Round, and Personal Round II.

## Scheduling of Rounds & 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 done by adult consultants. 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. Scheduling is completely random and no factors beyond what is listed above are permitted as factors in the scheduling of rounds.

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:** If a candidate is tardy to a round, the board superintendent and the adult consultants will make and enforce a ruling on how to proceed.

## Phase 1

### ***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.**

### ***Video Exercise – Up to 5 minutes, submitted prior to arriving in Indianapolis***

To provide each candidate a better opportunity to showcase their personality, qualifications, and desired contributions—candidates will be asked to record a video that responds to a specific prompt. This prompt will be in a similar format to the candidate essay, focusing more on what the candidate is passionate about and wants to *achieve* in a topic area relevant to FFA and/or agricultural education. Each submission must be the work of the candidate and the candidate only. **Graphics, music, and special effects added by a video editing software are not permitted.**

### ***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 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.

## Advancement

Following the first phase, the top 50 percent of candidates in each region and overall will advance to the second phase of interviews based on their scores accumulated in the first round. 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 occur at this time.

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 will occur during a private event with only candidates, candidate mentors or support teams (in a separate support room, 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.

## Phase II

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.

### **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**.

## **Deliberation & Selection of National FFA Officer Team**

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. 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.

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.

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 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.

## Scoring Scale & Competency Weights

The scale used to evaluate each of the competencies is a 0-1-2-3-4-5 scale.

A score of "0" indicates "No Evidence the Skill/Attribute is Present"

A score of "1" indicates "Low Evidence the Skill/Attribute Is Not Present."

A score of "3" indicates "Moderate Evidence the Skill/Attribute Is Present."

A score of "5" indicates "High 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:

## 2021 National Officer Selection Process Score Reporting

**Candidate Name**

**Test Candidate**

**Region**

**Test Region/Association**

### 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.

Competency	Candidate Cumulative Weighted Score	Region Average	National Average	National Range	National Median
Communication (20%)	0.469231	0.501683	0.488582	0.425000 - 0.550000	0.486058
Team Player (20%)	0.530000	0.497500	0.511250	0.400000 - 0.560000	0.530000
Areas of Knowledge (20%)	0.587500	0.431250	0.419271	0.166667 - 0.587500	0.437500
Character (20%)	0.475000	0.479688	0.490538	0.377778 - 0.587500	0.481250
Influence (20%)	0.547368	0.490072	0.470275	0.327273 - 0.594737	0.472727
<b>Total Score (out of 5)</b>	<b>2.609099</b>	<b>2.400192</b>	<b>2.379916</b>		

### 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 five for all nine judges' ratings of the competency builders measured in the round. These are only provided as information to you.

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

Round	Score for Round (out of 5)	Region Average	National Average	National Range	National Median
Personal Round - Introduction	2.555556	2.555556	2.500000	2.111111 - 2.833333	2.500000
Video Exercise	2.500000	2.196429	2.133929	1.428571 - 2.571429	2.285714
One-On-One	2.958333	2.395833	2.416667	1.833333 - 2.958333	2.458333
Advocacy / Stand and Deliver	2.187500	2.562500	2.335938	1.750000 - 2.812500	2.343750
Round-Robin / Media	2.923077	2.788462	2.561538	2.384615 - 2.923077	2.461538
Facilitation	2.545455	2.613636	2.545455	2.272727 - 2.681818	2.590909
Personal Round - Conclusion	1.833333	2.291667	2.766667	1.833333 - 3.666667	2.750000

## Adult Roles in the 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.

### Overview of Adult Roles

Adult representatives 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.

The three adult process consultants and two deliberation 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.



Governance and Administration	Process Consultants	Deliberation Consultants & Support	Interview Round Support
<p><i>Those overseeing the governance and administration of the process are tasked with ensuring critical components of the process are executed appropriately. They ensure the overall objectives of the process are met. More specific descriptions are noted below.</i></p> <p><b>Two Program Staff</b> National FFA Organization <i>Administer and manage the process and scoring.</i></p> <p><b>Chief Programs Officer</b> National FFA Organization <i>Reviews and monitors critical components of the process</i></p> <p><b>Board Superintendent</b> National FFA Board of Directors <i>Reviews scoring data and ensures fairness across the process</i></p>	<p><i>Adult Consultants assisting with the process oversee the management and monitoring of rounds. They help ensure the equity, rigor, and legitimacy of the process.</i></p> <p><b>Three Adult Process Consultants</b> AAAE or NASAE Complete up to a three-year term and oversee the management and delivery of each round of the process</p>	<p><i>Adult Consultants assisting with the committee deliberations participate as non-voting adults on the nominating committee. They assist with discussions and deliberations. While they do not make any specific recommendations on the selection of candidates, they provide advice and support to the committee.</i></p> <p><b>Two non-voting Adults Assigned to the Committee</b> <i>Provide advice and help the committee make decisions when necessary. Any individual can apply for this role, which is selected and filled by the Board Superintendent, the National FFA Executive Secretary, and the Chief Program Officer.</i></p> <p><b>Deliberation Facilitator</b> <i>Qualified Facilitator Has no other connection to the process and facilitates the final deliberation portion of the process</i></p>	<p><i>Adults with expertise in various areas of agriculture, FFA, or agriculture education to assist with interview rounds and interviewing candidates.</i></p> <p><b>One FFA or agricultural education expert</b> <i>This individual assists with the Advocacy Stand and Deliver round, asking five minutes of questions following candidate's delivery. The area of expertise is determined by the focus area of the round, which is selected by the nominating committee.</i></p> <p><b>Two agriculture experts</b> <i>These individuals hold fifteen minute conversations focused on agriculture during the Round Robin Issues Conversation.</i></p> <p><b>One media expert</b> <i>This individual conducts the Media Round in the format chosen by the Nominating Committee.</i></p>

## 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.

The Chief Program Officer assists with and is present for critical components of the process including the selection of the nominating committee by the National Officer Team, the advancement process, and final deliberations by the committee. The CPO provides any necessary support or guidance as needed throughout the process.

## 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.

### 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.

## Adult Process 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. The AAAE, and NASAE nominate three adults to assist in the management and delivery of the national officer selection process. Starting in 2020, the following will be used to identify adult process consultants:

- Regional rotations will no longer be required for NASAE or AAAE to follow when selecting members to fill these roles.
- We will continue a rotation process that will include the following representatives from the AERO groups. NASAE – State Supervisors, NASAE – Executive Secretary, AAAE member.
- Process Adult Consultants will agree to serving a three-year appointment to work with the NOSP.

Begins in	Career Position	National Organization
2022	State Supervisor	NASAE
2023	Teacher Educator	AAAE
2024	Executive Secretary	NASAE
2025	State Supervisor	NASAE
2026	Teacher Educator	AAAE
2027	Executive Secretary	NASAE
2028	State Supervisor	NASAE
2029	Teacher Educator	AAAE
2030	Executive Secretary	NASAE
2031	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.

### **Selection Procedures**

- NASAE or AAAE will nominate two candidates for consideration to fill the open position. The candidate must meet the minimum requirements and time commitments as established in the job description.
- Each candidate will be asked to complete a written application that outlines their desire to serve in this role, skillset that will benefit the process as well as commitment to the process.
- Each candidate will be required to participate in an interview
- The selection committee for these roles will consist of the National Executive Secretary, Chief Program Officer and Program Staff.
- After review of the application and interview the selection committee will invite the successful candidate to serve in this role for three years.

### **Job Description**

The three process consultants 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.

Each adult process 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.

## **Adult Deliberation Consultants**

Two non-voting adults will be selected to serve on the nominating committee.

### **Job Description**

The two non-voting adult deliberation consultants to the committee participate in all of the rounds of the selection process except for the 1:1 interview round. While these adult deliberation consultants do not score candidates, they can keep notes and observations for each candidate. Additionally, deliberations consultants can assist the committee in creating questions and prompts throughout the process. Ultimately, these two deliberation consultants provide guidance, advice, and observations when necessary to help and support the nominating committee.

Any individuals who have helped prepare current candidates for national FFA office or have any relation to a candidate or committee member will not be eligible for the Adult Deliberation Consultant roles.

### **Selection Procedures**

Adult consultants will be chosen through a selection process that closely mirrors the process used to select committee members. More details on this process are forthcoming.

## **Deliberation Facilitator**

National FFA Staff secure a third-party facilitator with **no investment or prior involvement** during the process 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 purpose of utilizing a third-party facilitator is to ensure no bias towards any candidate or member of the committee. Any individuals who have helped prepare or have any relation to a current candidate or committee member will not be eligible for the Adult Deliberation Facilitator role.

### **Other Adults Serving as Resources and Other Informal Roles**

Adults may be utilized to assist with the process in informal ways. Examples include:

- Playing roles in mock-interviews
- Role-playing in the round-robin section of the process
- Interviewers or experts
- Assisting with committee training as needed

Any individuals who have helped prepare current candidates for national FFA office or have any relation to a candidate or committee member are not selected for these informal roles.

To see the list of adults engaged in the 2021 National Officer Selection Process, [click here](#).