



IOWA

FFA ASSOCIATION

STATE OFFICER CANDIDATE WORKBOOK

Table of Contents

<u>Section</u>	<u>Page</u>
Letter from the President	2
Past State Officer Reflections	3
Personal Growth Questions	4
Interview Standards (Trait Builders)	5
Interview Rounds.....	6
Hot Topics.....	7
Post-Interview Procedures.....	8
Post-Election Procedures.....	8
Suggested References	9
Sample Interview Questions	10
Frequently Asked Questions.....	12
Conclusion.....	13

1055 SW Prairie Trail Pkwy
Ankeny, IA 50023
P: 515-965-7376
F: 515-965-7373
iowaffa.com

LETTER FROM THE PRESIDENT

Dear State Officer Candidate,

I want to start off by congratulating you for having the initiative to take the next step of running for state office! Less than 1% of FFA members run for a chance to become a state leader in the largest student-led organization in the world. The candidate process starts way before April. The hours spent studying, practicing, and discovering your leadership style are all necessary components to be successful in this process. I know the process sounds intimidating at first, but it is an amazing opportunity filled with growth.

As an officer I've learned that everything you do is bigger than yourself. The work that you put in now, is going to benefit you later. You represent the entire association and all 18,600 Iowa FFA members. Everything you do as a state officer is for the members and the betterment of the entire organization. You have the ability to change lives and impact others in ways that you never thought possible. State officers leave an impact on others because they put the members first. Every time you zip up that association jacket, you represent more than just yourself. You are just a small part of something much greater.

If I could offer only one piece of advice, it would be to always remember your “why” and never lose track of who you are. While growth must occur in order to make the most of this process, you should never change who you are. There is not a “perfect state officer” mold that you have to fit into. Just because the state officer that you looked up to was extremely peppy, does not mean that you should force yourself to be that way too. The personality and skill sets that you possess are what qualifies you to become a state officer. The nominating committee and the members want to get to know you for who you are, not who you think you should be.

Take some time to reflect on your “why” for FFA. Why you got started in FFA, what FFA means to you, and why you want to serve others this next year as a state officer. Remember these “whys” as times get tough, as you will have many ups and downs. No other experience compares to that of being a state officer. If you are elected, you will become part of a family only few can claim. You will be given a platform to change lives and pour yourself into others. What you do with it will be entirely up to you. Will you use it to its full potential? Will you coast through the year, relishing on the fact that you won? Not sure? I'd recommend answering the self-reflection questions found later in this workbook.

On April 18th, the lives of nine individuals will change forever. Whether or not your name is called, your talents and skills are still needed to advance the agriculture industry and our organization. It is not where you serve that matters, but how you serve. We hope that you choose to make the most of every situation and continue to give back.

On behalf of the Iowa FFA Association and the state officer team, I wish you the best of luck on your journey and thank you for your service and dedication to the FFA.

Achieve Greatness,



Sam Martin
2022-2023 State President

PAST STATE OFFICER REFLECTIONS

"Looking back on my year as a state officer, it was one of the most formative experiences of my life. When I ran across the stage at State Convention after being elected, I could never have imagined the journey I was in for. My year of service was incredibly rewarding, challenging, exhausting, exciting and full of growth. Choosing to run for state office is choosing to fully dedicate yourself to an organization bigger than yourself for a year. It will require sacrifice and service but you will have teammates there to support you along the way; those relationships I developed with my teammates, members, staff and others were the greatest gift I received from my experience. If you are motivated by service to others and dedicated to this organization, state office is right for you. Through all the highs and lows, I would not change my decision to run for state office for the world.

Ella Hommel

2021-2022 North Central State Vice President

One word I would use to describe state office is limitless. The experience you get out of this extraordinary journey is limitless. The learning is limitless. The challenges are limitless. The joys are limitless. The connections you make are limitless. The relationships you build are limitless. The opportunities are limitless. The miles you put on your car are especially limitless. You and only you are in charge of what you make of this experience and this experience is one and a million. You are in charge of your destiny and can make this experience however extraordinary you want it to be. I am forever grateful for my limitless year of learning, growth, and leadership as a state officer and would not change it for the world. I encourage all to leap into the world of unlimited possibilities because it truly is the greatest journey you will ever embark on.

Keep Smiling,

Kesley Holdgrafer

2021-2022 Southeast State Vice President

"Being a state officer is a once in a lifetime opportunity. I remember my state officer year as one of the best years of my life. It is a year of dedication and service to the 17,000+ FFA members across the state. It is an opportunity to grow as an individual and as a team member. The best advice that I can give to anyone preparing for this journey is this. There is no State officer mold that you must fit into. Each and every state officer is unique in their own way. It doesn't matter if you are a farm kid or live in town. It doesn't matter what chapter you are from. What matters is YOU. If you come into the process with passion for the organization and a dedication to serving others, then you have the potential to be an amazing state officer."

Carson Brincks

2020-2021 Northeast State Vice President

"As I reflect back on my time serving as a state officer, one word that comes to mind is FAMILY. Throughout my year of service, not only did my teammates become family, but over 16,000 members across the state of Iowa became a family. Several people, whether they wear the blue jacket or not, look up and admire the courage it takes to be in your shoes and the impact you are leaving on so many around you. The experience of state office has many highs and many lows. There were frustrating and tiring times that came about but remembering your why always pushes you to impact one more person next to you no matter how tired you are. Lastly, throughout my year, I was constantly reminding myself to not wear the title of the district I was from or my office title, but rather the title of a **leader**."

Haley Williams

2020-2021 Northwest State Vice President

PERSONAL GROWTH QUESTIONS

Please take the time to honestly reflect on the following questions and answer them. No one will see the responses to these questions and they will probably not be asked in the interview process. They are simply designed to help you reflect on yourself. The better you know yourself, the better you can convey who you are to the Nominating Committee.

1. What compels you to run for state office?
2. What does true service look like?
3. What is the most significant decision you have made in your life? Why was it significant?
4. What do you want in return from your service as an officer?
5. What is the biggest way you can connect/relate with members?
6. What do you value most in life?
7. When is the last time you intentionally made someone smile? Why did you make that effort?

INTERVIEW STANDARDS (TRAIT BUILDERS)

The National FFA Organization has identified eight traits required for fulfilling the job description of a state and national FFA officer. As leaders, we have all five traits. Some are revealed in stronger ways than other, but regardless, we have all five. If you are able to develop yourself in these five areas, you can better serve as an officer.

#1: COMMUNICATION – 20%

Standard Description: Demonstrates the effective use of various forms of communication. (ex. Non-verbal, listening, written, speaking and ability to convey a message in both large group and one-on-one settings.)

Competencies: Non-Verbal Skills, Listening Skills, Writing Skills, Presentation Skills, Conversation Skills

#2: TEAM PLAYER – 20%

Standard Description: Demonstrates the ability to work in a team setting, values diversity of opinion and works to be inclusive in the process and is willing to put others before self. Demonstrates the ability to see the big picture, break large projects into smaller tasks, appropriately prioritize multiple demands and use time management and organizational tools to produce quality results by identified deadline.

Competencies: Work in Teams, Acceptance of Differing View Points, Team Before Self, Commitment to FFA, Time Management and Planning, Prioritization and Initiative

#3: AREAS OF KNOWLEDGE – 20%

Standard Description: Demonstrates the ability to articulate the systemic nature of food, fiber, agricultural and natural resources issues, FFA and all respective current issues. (ex. Agriculture knowledge, FFA knowledge, and American education and agricultural education systems knowledge) Demonstrates the ability to seek solutions and resources when finding information. (ex. Solve problems, think critically and conduct research)

Competencies: Agriculture Knowledge, FFA Knowledge, American Education, Problem Solving/Critical Thinking, Conducting Research/Lifelong Learner

#4: CHARACTER – 20%

Standard Description: Displays a disposition that is genuine, responsible, honest, mature, confident, respectful and has a positive outlook on life.

Competencies: Reliability/Integrity/Trust, Adaptability/Flexibility, Positive Attitude, Sincerity/Compassion, Maturity, Work Ethic

#5: INFLUENCE – 20%

Standard Description: Demonstrates the ability to influence others through modeling expectations, building relationships and growing the organization. (ex. Motivates FFA members, mentors and coaches others, represents members, builds relationships) Displays personal attributes that are courageous and passionate while carrying out the FFA mission with contagious enthusiasm. (ex. Self---confidence, commitment to FFA, energetic, takes initiative, commitment to service)

Competencies: Mentors and Coaches Others, Member Representation, Self-Confidence, Energetic, Commitment to Service

INTERVIEW ROUNDS

Round #1 – Personal Round One

• 3 – 5 Q's • 6 minutes • 1 on 12 •

Purpose: Get to know your goals, motivations & desire to be a state officer

Tips: Make your first impression a lasting impression & practice interview questions.

Round #2 – Multiple Choice Test

• 30 Q's • 30 minutes •

Purpose: Evaluate your base understanding of core issues & facts related to agriculture, agricultural education and FFA.

Tips: Study the suggested reference list resources.

Round #3 – Round Robin

• Completed twice • 2-minute preparation • 5-minute conversation •

Purpose: Evaluate your ability to carry a conversation with industry/career experts.

Tips: This is not a speech round – it's a conversation. Study and research the hot topics and be able to have general conversations about them.

Round #4 – One-on-One

• 12 interviews • 2 – 3 Q's • 3 minutes •

Purpose: Evaluate targeted traits & give the Nominating Committee a chance to interact with you one-on-one.

Tips: Set up mock interviews and practice answering interview questions.

Round #5 – Writing Exercise

• 1 topic • 45 minutes •

Purpose: Evaluate your ability to convey knowledge & understanding via writing.

Tips: Study and research the 'Hot Topics.'

Round #6 – Advocacy Stand and Deliver

• 20-minute preparation • 3-minute speech • 2 – 3 Q's • 5 minutes Q's •

Purpose: Evaluate how you verbally convey a message in front of a group or crowd

Tips: Study and research the 'Hot Topics.'

Round #7 – Personal Round Two

• 3 – 5 Q's • 8 minutes •

Purpose: Evaluate your character, passion for success and influence.

Tips: Be yourself & share examples about your life outside of FFA.

HOT TOPICS

The following is a listing of six 'Hot Topics' that will have the possibility of being covered throughout the interview process. The 3 topic areas are *American Agriculture, Agricultural Education, FFA*. One of the topic areas will be selected by the Nominating Committee for 'Round 6 – Advocacy Stand & Deliver' with the other two topic areas being utilized in 'Round 5 – Round Robin.' All 3 topic areas will be used in 'Round 3 – Writing Exercise.'

American Agriculture

- The influence of social media on consumers
- Improving efficiencies of production agriculture sustainably

Agricultural Education

- Agriculture education instructor recruitment and retention
- How SAE for All prepares students to be lifelong learners

FFA

- Impact of member diversity and changing demographics in FFA
- How FFA as a CTSO prepares students to be lifelong learners

Below is a checklist of things to include in both your essay and speech for 'Round 3 – Round Robin,' 'Round 5—Writing Exercise' and 'Round 6 – Advocacy Stand & Deliver.' These bullet points are items that you will be evaluated on.

- 2 – 3 Statistics (with source cited)
- Explain career advantages and disadvantages of the hot topics
- Articulate how the facts & issues are impactful
- Recall one relative historical event
- Promote agriculture's/FFA's/ag ed's ability to develop leaders

A good starting point would be to increase your knowledge base on each of these topics. Write down and memorize 2-3 statistics about each particular topic. Practice giving a speech or writing about each one.

POST-INTERVIEW PROCEDURES

After the interview process, the Nominating Committee will set the ballot. At the delegate business session of the State Leadership Conference, the ballot will be announced. Those balloted will be escorted to a holding room.

Each candidate will give a two-minute speech to the state delegate body. The at-large positions (President, Secretary & Reporter) will give their speech to all delegates. The Vice President positions will give their speech to the delegates from their respective district.

After giving a two-minute speech, each candidate will be asked two questions by the delegates (the President candidates will be asked four).

After this, the delegates will cast their votes and the decision will be made final. The results will be announced during the final session of the Iowa FFA Leadership Conference.

POST-ELECTION PROCEDURES

The Iowa FFA Leadership Conference is adjourned, the clean-up crews have begun their work in Hilton Coliseum, and the 6,500 conference attendees are exiting to return home. The *new* Iowa FFA State Officer Team will begin its term of serving more than 18,600 members of the Iowa FFA Association.

Not everyone who runs for state office is fortunate enough to be elected. Always remember, the selection process decides *where* you serve, not *how* you serve. If you are not elected, does that mean you will hang up your jacket and quit your FFA career? Will you forget all the hard work and dedication you've committed to this great organization? We need people with your hard work, service, and passion to continue giving all they have to their home chapter, with collegiate agricultural groups, PAS and Alumni.

If elected, you will be rushed off stage for your first-ever team picture. Immediately following, the rush of conference attendants will congratulate you: members, advisors and parents. You will then be escorted to the New/Old Officer Team Meeting. The 2022-2023 Iowa FFA State Officer Team will give you some short advice and let you meet as the rest of your teammates. You will have your first-ever team meeting and begin your lifelong journey as a member of the 2023-2024 Iowa FFA State Officer Team.

SUGGESTED REFERENCES

The following is a list of resources compiled to help assist you in your preparations for state office. This is a thorough list, but do not limit yourself to only the resources listed below.

AMERICAN AGRICULTURAL EDUCATION

- CASE (Curriculum for Agricultural Science Education): www.case4learning.org
- NAAE (National Association of Agricultural Educators):
<https://www.naae.org/whoweare/index.cfm>
- Iowa FFA Annual Report: <http://www.iowaffa.com/annualreport.aspx>
- The Council for Agriculture Education: <https://www.ffa.org/thecouncil>
- Iowa Team Ag Ed: Iowa FFA Association, Iowa FFA Foundation, Iowa Association of Agricultural Educators, Professional Agricultural Students of Iowa, Iowa FFA Alumni
- Association for Career & Technical Education: <http://www.acteonline.org/>

AGRICULTURE

- Iowa Ag Facts (by Iowa Farm Bureau):
www.iowafarmbureau.com/public/167/ag_in_your_life/ag_facts
- Iowa Agriculture Quick Facts:
<https://quickstats.nass.usda.gov/>
- Coalition to Support Iowa's Farmers:
www.iowaagriculture.gov/quickfacts.asp

FFA

- Iowa FFA Association Website: www.iowaffa.com
- National FFA Organization Website: www.ffa.org
- Iowa FFA Social Media
- FFA Student Handbook (latest edition)
- Official FFA Manual (latest edition)

LEADERSHIP AND PERSONAL GROWTH RESOURCES

- *7 Habits of Highly Effective Teens* by Stephen Covey
- *Habitudes* by Tim Elmore
- *Teens Guide to World Domination* by Josh Shipp
- *Generation iY* by Tim Elmore
- *Uncommon* by Tony Dungy
- *Making Vision Stick* by Andy Stanley
- *Encouraging the Heart* by James Kouzes and Barry Posner

SAMPLE INTERVIEW QUESTIONS

Being able to effectively answer questions about yourself will be a key in the interview process. The majority of the questions asked will be behavioral based, which means they will be focused on examples from your life.

Provide answers using the STAR method (Situation-Task-Action-Result). The Nominating Committee will see many people throughout the interview process. Providing clean answers that are easy to follow and process will be important.

Hop down from your tower. It is easy to use large terms to sound smart, but don't! You must try relating with the committee, not talk over them. The key is to relate with them and share authentic experiences from your past. And, as always, SMILE and be yourself.

SAMPLE BEHAVIORAL INTERVIEW QUESTIONS:

1. Name a time when you have disagreed with your siblings. How did you move forward with that decision?
2. As a state officer, you will need to be very independent. What made you independently successful as a district or chapter officer?
3. Name a time you were thrown into an uncomfortable situation and how did you handle it?
4. If not elected to serve as a state officer, how will FFA still play an important role in your life?
5. Describe the leader you want to be. What's keeping you from being that type of leader?
6. Take off your jacket. Where would you be without FFA?
7. When has someone looked up to you and how did you cultivate that relationship?
8. Describe a person you look up to. When have you been that person for someone else?
9. Tell us about a time you were successful and how it has affected you.
10. When is a time two activities in your life were scheduled for the same time? How did you handle this conflict?
11. Name and explain three characteristics that every state officer should have. How do you exhibit those characteristics?
12. Tell us about a time a weakness has challenged you and how you overcame it.
13. Define character and tell us about yours.
14. Tell us about your SAE and share how it has helped develop your skills.
15. Explain the three components of the Ag Ed model and how each one has played an important role in your life.
16. Name one current issue in agriculture that has impacted you personally. How has it impacted you?
17. What does SAE stand for and why is it important that you have one?

18. In what ways has your personal SAE prepared you for the future?
19. Name one leadership experience you have had and how it has allowed you to grow as a leader.
20. Name a time your leadership positively impacted another person. How do you know that it had an impact?
21. What is the biggest mistake you have made? How have you dealt with it?
22. Give an example of a time when you encountered a challenge and how you overcame it.
23. We, as a committee feel like we haven't gotten to know the real you, who is the real (insert your name here).
24. Define leadership. How do you fit into that definition?
25. Give an example of a time when you served in the follower role under another leader's guidance.
26. What is the most significant decision you have made in your life?
27. Give an example of a time you have empowered another person.
28. What do you do to keep track of all the things going on in your life?
29. Tell me about a time you recognized a problem and how you addressed it.
30. Share with us a time when you were pressured to do something that was against your values – how did you handle it?
31. Have you ever had to make a major decision on your own? What was it? How did you make it?
32. Share with us a goal you have set and what you did to achieve that goal.
33. When you have a lot of work to do, how do you get it all done? Give an example.
34. Tell me about the last time you have had to come to a compromise with someone.
35. When do you give positive feedback to people? Tell me about the last time you did.
36. Have you ever had to persuade a peer to accept your thoughts or do something? How did you go about doing it?
37. Have you ever had to settle conflict between two people? What was the situation and what did you do?
38. Describe the most difficult scheduling problem you have faced and how you worked through it.
39. When given an important assignment, how do you approach it?
40. How do you react when faced with constant time pressure? Give an example.
41. Have you ever been in a position where you had to lead a group of peers? How did you handle it?
42. When was the last time you made a key decision on the spur of the moment? What was the reason and result?

FREQUENTLY ASKED QUESTIONS

WHO IS THE NOMINATING COMMITTEE?

Twelve members, two from each district, make up the State Officer Nominating Committee. The Nominating Committee will select the candidates they think will do the best job and present the ballot at the Business Session of the Iowa FFA Leadership Conference.

WHAT KINDS OF QUESTIONS ARE ASKED?

The majority of the questions asked throughout the interview process are behavioral-based questions. This means they are looking for an example from your life.

HOW DO I ANSWER THE QUESTIONS?

As a capable leader, you have hundreds of stories that show your qualities and capabilities of a leader. This interview is the time when you need to bring those out and share them. The key is to share an example of a situation in your life that would answer the question.

WHAT DOES THE ELECTION PROCESS LOOK LIKE?

1. Complete the application Conference
2. Participate in the State Officer Candidate webinar (late March)
3. Interviews at the FFA Enrichment Center (week before convention)
 - Round 1:** Personal Round #1
 - Round 2:** Multiple Choice Test
 - Round 3:** Round Robin
 - Round 4:** One-on-One Interviews
 - Round 5:** Writing Exercise
 - Round 6:** Advocacy Stand & Deliver
 - Round 7:** Personal Round #2
4. Ballot is announced at the Business Session at the State Leadership
5. Candidates give 2-minute speech
6. Candidates answer two questions (President candidates answer four questions)
7. Votes are cast and election results are final
8. Results are announced at the final session of the Iowa FFA Leadership Conference
9. New/Old State Officer Team Meeting following the conference.

HOW MANY PEOPLE WILL GET BALLOTTED?

Eighteen people will be balloted. Nine will be elected to the team.

WHAT DO I DO WHEN I'M NOT INTERVIEWING?

When not in the interview room, you will be in a holding room with the rest of the State Officer Candidates. You may work on schoolwork, prepare for interviews and/or just hang out

CONCLUSION

We encourage you to take this opportunity to get to know who *you* are as an individual and a servant leader. Throughout this workbook, we hope you found the table of contents explored in-depth.

The Iowa FFA Association knows that you have what it takes to lead the future of this organization. For this reason, the well-rounded set of resources in this workbook has been developed that will help you better understand the selection process, develop yourself as a leader, and broaden your interview skills and techniques. Going through this process will not only help you be a more prepared candidate, but it will also better prepare you for future endeavors.

Although we would love to have each candidate selected, only nine people will be elected to state office. We cannot promise that you will be selected, however, we can promise that this workbook will allow you to be prepared and gain techniques that are important in and outside of the National FFA Organization. Always remember, the selection process decides *where* you serve, not *how* you serve. If you are not elected, does that mean you will hang up your jacket and quit your FFA career? Will you forget all the hard work and dedication you have committed to this great organization? We need people with your hard work, service, and passion to continue giving all they have to their home chapter, post-secondary programs, and Alumni.