

## ADSA-SAD Officer Responsibilities

### President

- Oversees all activities of the meeting.
- Attends the ADSA Board of Directors meeting (ex-officio capacity) to report on student activities. **(Usually at the start of the first board meeting during Annual Meeting - keep in contact with ADSA Exec. Director.)**
- Attend the Host/Board of Directors Dinner (TBA)
- Submits and presents annual report on the status of the student affiliate to the parent organization of ADSA at the business meeting **(Attend with third year advisor. Usually on Wednesday morning during the Annual Meeting).**

### First Vice President

- Coordinate the student mixer.
- Select *three* judges prior to the meeting to judge the following contests:
  - Chapter Award Contest:
    - judge chapter displays
    - judge Annual Reports
- Select *three* judges prior to the meeting to judge the following contests:
  - Yearbook Contest
  - Scrapbook Contest

**(You will need a total of six judges for the contests.)**
- Coordinate the scoring for the contests.
- Work with Secretary-Treasurer to add up points for part III on Chapter Award Scorecard.
- Present the awards for the Chapter Contest, the Yearbook Contest, the Scrapbook Contest, and the Electronic Yearbook at the Awards Luncheon.
- Serve as the representative to the Land O Lakes Teaching Award Selection Committee. (They contact you with information via mail).
- Invocation at Awards Luncheon.
- First Year Advisor will assist you with the contests.

### Second Vice President

- Work with Molly Kelley to prepare/update a display of student activities for the national meeting.
- Coordinate and lead the Activities Symposium at the national meeting (request presentations in advance for preloading).
- Select *three* judges prior to the meeting to judge the following contest (1 student, 2 members):
  - Electronic Yearbook Contest (Molly Kelley will mail cd's to your judges on June 1 for judging during the month of June)
- Serve as representative to the Milk Industry Foundation Award (in odd numbered years) or Kraft Teaching Award (in even numbered years) Selection Committee.
- Introduce speaker at awards luncheon.
- Present the awards for the Electronic Yearbook at the Awards Luncheon.
- First Year Advisor will assist you with the contests.

### Third Vice President

- Present the following awards at the luncheon:
  - Outstanding National Student Affiliate Advisor Award  
(Say a few words about the outstanding advisor – pull from contest entry)
  - Student Chapter Most Miles Traveled Award  
(Tell how many people came from the school and how many miles)
- Collect data at the national meeting to determine the winner of the Student Chapter Most Miles Traveled Award. (Miles traveled by each chapter times members attending the national meeting.)
- Chair the Outstanding Student and Advisor selection committee.
  - In charge of getting *three* judges for the selection of these awards.  
(Use same 3 judges for both contests)
- Second Year Advisor will assist you with your duties.

### Secretary/Treasurer

- Keep minutes of all meetings.
- Help with officer and advisor election.
  - pass out ballots
  - collect ballots
- Send minutes from the national meeting to the SAD Liaison by September 1.
- Chair the Web Site Contest selection committee.**
  - In charge of getting three judges for the selection of the Web Site Contest.

### Officer-at-Large

- Coordinate the Undergraduate Paper Presentation Contest.
- After May 1, select **four**\* judges for all three divisions of the contest (*\* three to serve as judges, one to serve as alternate*).
- Present the top 3 winners in all divisions at the awards luncheon. (say what their paper was about, etc.)
- Coordinate with the photographer during the awards luncheon on the identification of all award recipients and other persons included in the photographs. Pictures to be taken:
  - \* Production Paper Winners - first three places (each person gets picture taken with SAD President )
  - \* Dairy Foods Paper Winners - first three places (each person gets picture taken with SAD President)
  - \* Original Research/Independent Study – first three places (each person gets picture taken with SAD President)
  - \* Outstanding Advisor (picture taken with President)
  - \* Outstanding Student (picture taken with Third Year Advisor)
  - \* Genevieve Christen Award Winner
  - \* Most Miles Traveled Chapter
  - \* Chapter Award Winners - first three places
  - \* Chapter Yearbook Winners - first three places
  - \* Chapter Scrapbook Winners - first three places
  - \* Electronic Yearbook Winners – first three places
  - \* Exchange of gavel - Outgoing president with incoming President
  - \* Old Officer and Advisor Team
  - \* NEW Officer and Advisor Team
- The Second Year Advisor will assist you with the contest.

### First Year Advisor

- Plan the awards luncheon with host committee and SAD Liaison.
- Assist First Vice-President with the chapter contest, yearbook contest, and scrapbook contest.
- Announce names of outstanding student recognition award winners (Gold, Silver, Bronze) who are present at the luncheon.

### Second Year Advisor

- Assist Third Vice President with the outstanding advisor and student selection.
- Assist officer-at-large with the undergraduate paper presentation contest.
- Oversee the undergraduate paper presentation abstract submission process including chairing the program session (create the program for each category, etc.)

### Third Year Advisor

- Help with the overall running of the Student Affiliate Division Annual Meeting.
- Announce Outstanding Student Award Winner at the awards luncheon.
- Fill in where needed, especially in finding judges for all the contests.
- Attend ADSA Business Meeting with SAD President to report on the status of the student affiliate to the parent organization. (**Attend with SAD President of other officer. Usually on Wednesday morning during the Annual Meeting**).