

# Indiana FFA Staff Responsibilities

<b>Indiana FFA Association</b>				
<b>Tamara Ketchen</b>	<b>Executive Director</b>	<a href="mailto:tketchen@isda.in.gov">tketchen@isda.in.gov</a>		317-690-3133
<i>Responsibilities</i>				
<ul style="list-style-type: none"> <li>Contracts &amp; MOU's</li> <li>Diversity, Equity, and Inclusion Initiatives</li> <li>Executive Committee Business Lead</li> <li>Foundation Grant Initiatives</li> <li>Indiana FFA Alumni Association Lead</li> <li>Indiana FFA Strategic Planning/Management</li> <li>ISDA/LG Events</li> <li>National Reporting</li> </ul> <ul style="list-style-type: none"> <li>SAE for All</li> <li>District Kickoff (Teacher Portion)</li> <li>Star Award Programs (State and National)</li> <li>Agriscience Fair</li> <li>Proficiency Application Program</li> <li>National Chapter Award &amp; Living to Serve</li> <li>State Convention Lead</li> <li>Internship Program Management</li> </ul>				
<i>Boards</i>				
<ul style="list-style-type: none"> <li>FFA Foundation Board/Executive Committee</li> <li>FFA Board of Trustees – Staff Lead</li> <li>Team AgEd</li> <li>CTSO Council</li> <li>ISDA Senior Staff</li> </ul> <ul style="list-style-type: none"> <li>4-H/FFA Judging Committee</li> <li>Cash Board</li> <li>IAI Board</li> <li>INFB Youth Advisory Committee</li> </ul>				
<b>Skylar Clingan</b>	<b>Assistant Director for Leadership Development</b>	<a href="mailto:sclingan@isda.in.gov">sclingan@isda.in.gov</a>		463-245-7743
<i>Responsibilities</i>				
<ul style="list-style-type: none"> <li>Budget &amp; Finances</li> <li>FFA Website</li> <li>Social Media – Association/Foundation</li> <li>State Officer Program Management</li> <li>State Officer Training</li> <li>State Conferences (LDW, FIRE)</li> <li>National Convention Lead</li> <li>FFA Week Programs</li> <li>Advocacy Day</li> </ul> <ul style="list-style-type: none"> <li>State Officer Candidate Process</li> <li>Proficiency Application Program</li> <li>Hoosier Degree Applications</li> <li>WLC Bus Trip</li> <li>National Officer Candidate Selection &amp; Process</li> <li>State Talent Program</li> <li>State Convention Stage Manager</li> <li>State Fair Lead</li> </ul>				
<i>Boards</i>				
<ul style="list-style-type: none"> <li>FFA Foundation Board</li> <li>FFA Board of Trustees</li> <li>Team AgEd</li> </ul>				
<b>Erin Padgett</b>	<b>Assistant Director for Youth Development</b>	<a href="mailto:epadgett@isda.in.gov">epadgett@isda.in.gov</a>		317-910-5111
<i>Responsibilities</i>				
<ul style="list-style-type: none"> <li>Advisor Development &amp; Retention</li> <li>Executive Committee Student Development</li> <li>Indiana FFA Program Calendar</li> <li>Public Relations &amp; Branding</li> <li>Membership Rosters</li> <li>State Officer Program Management</li> <li>State Officer Training</li> <li>Student Leader Expectations and Applications</li> </ul> <ul style="list-style-type: none"> <li>National Delegate Process/Selection</li> <li>State Conferences (PLT, SOAR)</li> <li>District Kickoff (Student Portion)</li> <li>Chapter Visit Facilitation</li> <li>Partner and Stakeholder Awards Program</li> <li>American Degree Program</li> <li>State Nominating Committee Process</li> </ul>				
<i>Boards</i>				
<ul style="list-style-type: none"> <li>FFA Foundation Board</li> <li>FFA Board of Trustees</li> </ul> <ul style="list-style-type: none"> <li>Team AgEd</li> <li>IAAE Board of Control</li> </ul>				
<b>VACANT</b>	<b>Assistant Director for CDE/LDE Events</b>	<b>EMAIL</b>		<b>xxx-xxx-xxxx</b>
<i>Responsibilities</i>				
<ul style="list-style-type: none"> <li>4-H/FFA CDE Lead - Ketchen</li> <li>District, Section, State CDE/LDE Lead - Ketchen</li> <li>CDE/LDE Content Development - Ketchen</li> <li>CDE/LDE Training &amp; Materials - HOLD</li> <li>Judging Selection and Management - Ketchen</li> </ul> <ul style="list-style-type: none"> <li>CDE/LDE Review Committee Lead - Ketchen</li> <li>Coordinator Contract - Ketchen</li> <li>Award and Recognition Coordination - Clingan</li> <li>Volunteer Network Coordination - HOLD</li> <li>National CDE/LDE Preparation and Certifications - Ketchen</li> </ul>				
<i>Boards</i>				
<ul style="list-style-type: none"> <li>Board of Trustees</li> <li>Team AgEd</li> <li>4-H/FFA Judging Committee</li> </ul>				

<b>Indiana FFA Foundation</b>			
Lisa Chaudion	Foundation Director	<a href="mailto:lchaudion@inffa.org">lchaudion@inffa.org</a>	317-878-4178
<i>Responsibilities</i>			
<ul style="list-style-type: none"> <li>Sponsors Engagement</li> <li>Corporate Giving</li> <li>Individual Giving</li> <li>Scholarships</li> <li>Fundraising</li> <li>Grant Initiatives</li> <li>State Fair Country Market</li> </ul>	<ul style="list-style-type: none"> <li>Business and Industry Visits</li> <li>State Convention Trade Show Lead</li> <li>State Convention Sponsor Lead</li> <li>Budget &amp; Accounting, Payroll Oversight</li> <li>Foundation Database Management Oversight</li> <li>Blue and Gold Gala Oversight</li> <li>Foundation &amp; Leadership Center Staff Oversight</li> </ul>		
<i>Boards</i>			
<ul style="list-style-type: none"> <li>FFA Foundation Board - Lead</li> <li>FFA Board of Trustees</li> <li>Team AgEd</li> <li>Vincennes Ag Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>Ivy Tech Community College – Lafayette</li> <li>Indiana AgrAbility</li> <li>LEAD (Leadership Executives of Agricultural Education/FFA Development, Inc.)</li> </ul>		
Anna Ariens	Executive Assistant	<a href="mailto:aariens@inffa.org">aariens@inffa.org</a>	317-648-4571
<i>Responsibilities</i>			
<ul style="list-style-type: none"> <li>Foundation Accounts Payable/Receivables</li> <li>Foundation Payroll</li> <li>Chapter Giving</li> <li>Blue &amp; Gold Gala</li> <li>Foundation Annual Report</li> <li>Benefits Auctions (Gala, Ft. Wayne Farm Show, Farm Progress Show)</li> </ul>	<ul style="list-style-type: none"> <li>Database Management</li> <li>Invitations and Mailings</li> <li>Past State Officer Telethon</li> <li>Sponsor Renewals &amp; In-kind Donations</li> <li>Sponsor &amp; Grant Proposals</li> <li>State Convention Stage Assistant</li> </ul>		

<b>Indiana FFA Leadership Center</b>			
Joe Ramey	Executive Director	<a href="mailto:jramey@inffa.org">jramey@inffa.org</a>	317-878-4179
<i>Responsibilities</i>			
<ul style="list-style-type: none"> <li>Chapter Workdays/Projects</li> <li>Low Ropes Challenge Course</li> <li>State Officer House Facility Lead</li> <li>Center Fundraising &amp; Grant Writing</li> <li>Volunteer Coordination</li> </ul>	<ul style="list-style-type: none"> <li>Customer &amp; Community Outreach Coordination</li> <li>Lake, Lagoon &amp; Wetland Coordination</li> <li>Center Budget, Accounting &amp; Payroll Oversight</li> <li>Leadership Center Facilities Oversight</li> <li>Leadership Center Staff Oversight</li> </ul>		
<i>Boards</i>			
<ul style="list-style-type: none"> <li>Leadership Center Committee – Lead</li> <li>Indiana Nursery &amp; Landscape Association</li> </ul>			
Jennifer Meredith	Client Relations Manager	<a href="mailto:clientrelations@inffa.org">clientrelations@inffa.org</a>	317-878-5464
<i>Responsibilities</i>			
<ul style="list-style-type: none"> <li>Leadership Center Facility Booking and Reservations</li> </ul>			

<b>Indiana Governors Workforce Cabinet</b>			
VACANT	Career Specialist – Agriculture	EMAIL	317-878-4179
<i>Responsibilities</i>			
<ul style="list-style-type: none"> <li>Agriculture Education Pathways and Standards Development</li> <li>Summer SAE and SAE Renewal</li> <li>End of Course Assessments</li> <li>New Course Approval &amp; Funding Guidelines</li> <li>New Program Development</li> <li>Dual Credit Alignments</li> </ul>	<ul style="list-style-type: none"> <li>Local Program Visits</li> <li>Course Descriptions</li> <li>National Quality Program Standards</li> <li>Liaison with FFA and IDOE</li> <li>SAE for All</li> </ul>		
<i>Boards</i>			
<ul style="list-style-type: none"> <li>FFA Foundation Board</li> <li>FFA Board of Trustees</li> <li>Team AgEd – Lead</li> </ul>	<ul style="list-style-type: none"> <li>IAAE Board of Control</li> <li>IAI Board</li> </ul>		