

Indiana FFA Staff Responsibilities (2023-2024)

Indiana FFA Association			
Tamara Ketchen	Executive Director	tketchen@isda.in.gov	317-690-3133
<i>Responsibilities</i>			
<ul style="list-style-type: none"> • Contracts & MOU's • Indiana Association Staff Management • Diversity, Equity, and Inclusion Initiatives • Executive Committee Business Lead • Foundation Grant Initiatives • Indiana FFA Strategic Planning/Management • ISDA/LG Events • External Partner Relationships 		<ul style="list-style-type: none"> • SAE for All • District Kickoff (Teacher Portion) • Star Award Programs (State and National) • Proficiency Application Program • National Chapter Award & Living to Serve • State Convention Lead • Internship Program Management • Liaison between FFA and OCTE 	
<i>Boards</i>			
<ul style="list-style-type: none"> • FFA Foundation Board/Executive Committee • FFA Board of Trustees – Staff Lead • Team AgEd – Lead • CTSO Council • ISDA Senior Staff 		<ul style="list-style-type: none"> • 4-H/FFA Judging Committee • Cash Board • IAI Board • INFB Youth Advisory Committee 	
Vacant		Deputy Director	
<i>Responsibilities</i>			
<ul style="list-style-type: none"> • Budget & Finances - Tami • FFA Website - Tami • Social Media – Association/Foundation - Tami • State Officer Program Management -Tami • State Officer Training - Tami • State Conferences (LDW, FIRE) - Amanda • National Convention Lead - Amanda • District Kickoff (Student Portion) - Tami 		<ul style="list-style-type: none"> • Proficiency Application Program - Tami • Hoosier Degree Applications - Amanda • WLC Bus Trip - Tami • National Officer Candidate Selection & Process - Tami • State Talent Program - Amanda • State Convention Stage Manager - Tami • State Fair Lead - Tami • Historical Records - Amanda 	
<i>Boards</i>			
<ul style="list-style-type: none"> • FFA Foundation Board • FFA Board of Trustees 		<ul style="list-style-type: none"> • Team AgEd 	
Vacant		Assistant Director for Youth Development	
<i>Responsibilities</i>			
<ul style="list-style-type: none"> • Advisor Development & Retention- Tami • Executive Committee Student Development- Tami • Indiana FFA Program Calendar- Amanda • Indiana FFA Alumni Association Lead- Amanda • Public Relations & Branding- Tami • Membership Rosters-Tami • State Officer Program Management- Tami • State Officer Training- Tami • Student Leader Expectations and Applications-Tami • National FFA Scholarship State Lead- Amanda 		<ul style="list-style-type: none"> • National Delegate Process/Selection- Amanda • State Conferences (PLT, SOAR, Jr High Day)- Tami • FFA Week- Amanda • Advocacy Day- Amanda • Chapter Visit Facilitation- Tami • Partner and Stakeholder Awards Program- Amanda • American Degree Program- Amanda • State Officer Candidate & Nominating Committee Process- Tami 	
<i>Boards</i>			
<ul style="list-style-type: none"> • FFA Foundation Board • FFA Board of Trustees 		<ul style="list-style-type: none"> • Team AgEd • IAAE Board of Control 	
Amanda Mullins	Assistant Director for CDE/LDE Events	amullins1@isda.in.gov	317-517-1454
<i>Responsibilities</i>			
<ul style="list-style-type: none"> • Agriscience Fair • 4-H/FFA CDE Lead • District, Section, State CDE/LDE Lead • CDE/LDE Content Development • CDE/LDE Training & Materials • Judging Selection and Management 		<ul style="list-style-type: none"> • CDE/LDE Review Committee Lead • Coordinator Contracts • Award and Recognition Coordination • Volunteer Network Coordination • National CDE/LDE Preparation and Certifications • National Reporting 	
<i>Boards</i>			
<ul style="list-style-type: none"> • Board of Trustees • Team AgEd 		<ul style="list-style-type: none"> • 4-H/FFA Judging Committee 	

Indiana FFA Foundation			
Lisa Chaudion		Foundation Director	lchaudion@inffa.org 317-878-4178
<i>Responsibilities</i>			
<ul style="list-style-type: none"> • Sponsors Engagement • Corporate Giving • Individual Giving • Scholarships • Fundraising • Grant Initiatives • State Fair Country Market 	<ul style="list-style-type: none"> • Business and Industry Visits • State Convention Trade Show Lead • State Convention Sponsor Lead • Budget & Accounting, Payroll Oversight • Foundation Database Management Oversight • Blue and Gold Gala Oversight • Foundation & Leadership Center Staff Oversight 		
<i>Boards</i>			
<ul style="list-style-type: none"> • FFA Foundation Board - Lead • FFA Board of Trustees • Team AgEd • Vincennes Ag Advisory Committee 	<ul style="list-style-type: none"> • Ivy Tech Community College – Lafayette • Indiana AgrAbility • LEAD (Leadership Executives of Agricultural Education/FFA Development, Inc.) 		
Anna Ariens		Development Coordinator	aariens@inffa.org 317-648-4571
<i>Responsibilities</i>			
<ul style="list-style-type: none"> • Foundation Accounts Payable/Receivables • Foundation Payroll • Chapter Giving • Blue & Gold Gala • Foundation Annual Report • Benefits Auctions (Gala, Ft. Wayne Farm Show, Farm Progress Show) • Coordinates volunteers for foundation events 	<ul style="list-style-type: none"> • Database Management • Annual Giving Campaigns, Direct Mailings, and Invitations • Past State Officer Telethon • Sponsor Renewals & In-kind Donations • Sponsor & Grant Proposals • State Convention Stage Assistant • Quarterly Newsletter for sponsors and donors 		
Samantha Perry		Controller & Grants Specialist for Foundation and Center	
<i>Responsibilities</i>			
<ul style="list-style-type: none"> • Safeguard assets & ensure accurate & timely recording of all transactions including internal audits, taxes, controls and checks across all departments. • Human Resources Management 	<ul style="list-style-type: none"> • Leadership Center Accounts Payable/Receivables & Payroll • Research, proposals, & execution of grants 		

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

Indiana Office of Career and Technical Education at the Commission for Higher Education

Charles Snodgrass

CTE Program Manager

csnodgrass@che.in.gov

Responsibilities

- Agriculture Education Pathways and Standards Development
- Summer SAE and SAE Renewal
- End of Course Assessments
- New Course Approval & Funding Guidelines
- New Program Development
- Local Program Visits
- Course Descriptions
- National Quality Program Standards
- SAE for All
- Dual Credit Alignments

Boards

- FFA Foundation Board
- FFA Board of Trustees
- Team AgEd
- IAAE Board of Control
- IAI Board