



2018-19 State Officer Candidate Information Overview and Application

Click the link or scan the QR code to access the SkillsUSA Tennessee Postsecondary State Officer application.

<https://goo.gl/forms/jriXyPkTP6gvJij53>



Foreword

To assist SkillsUSA chapter advisors and members in research and preparation for state officer candidacy, we have created this SkillsUSA Tennessee Postsecondary State Officer Program Guide.

This guide is an overview of the state officer program from beginning (candidacy) to end (completion of year of service.) Each section of the state officer program guide provides information for advisors, members, parents, spouses, etc., in understanding the expectations of the job description, candidate events onsite at the SkillsUSA State Leadership and Skills Conference, as well as qualifications, rules and schedules. In addition, we have provided preparation suggestions and resources for state officer candidates.

Rules, guidelines and processes have not been altered or changed for the state officer selection process; we have attempted to clarify and provide additional information and detail to ensure a clear understanding of each event.

We felt an all-encompassing resource would aid our stakeholders in better understanding the state officer selection process as well as an insight into the goals and objectives of the state officer program and expectations of the state officers once they are elected.

During the Tennessee Leadership Training Institute each year, SkillsUSA delegates from across the state elect six of their peers to serve as student leaders for the organization – state officers. Including President, Vice President, Secretary, Treasurer, Historian, Reporter, and Parliamentarian. These student leaders serve in a variety of roles throughout their year of service. As leaders, they serve as communicators, advocates and facilitators. The state officer team leads both state conferences: the Tennessee Leadership Training Institute and the SkillsUSA State Leadership and Skills Conference. They also serve local chapters and teach members skills from the SkillsUSA Framework that will help them become career-ready. Additionally, they serve as teammates to one another as they build relationships with members across the nation.

Being a state officer is the ultimate personal growth and student leadership experience within SkillsUSA. The overall program focuses on five key essential elements of the SkillsUSA Framework: responsibility, communication, teamwork, leadership and professional development. The skills learned through the state officer program will help these student leaders not only be successful in serving the organization, but also throughout their lives and future careers.

SkillsUSA State Officer Program Guide Table of Contents

Section 1: State Officer Job Description

- Roles and Responsibilities
- Job Description
- Officer Year At-a-Glance
- State Officer Contract Key Program Essential Elements
- Overall program outcomes
- Growth plan Scheduling of State Officers
- Additional assignment information

Section 2: Constitutions Guiding the State Officer Selection Process

- Qualifications for State Office
- Voting College/Postsecondary Division Constitution

Section 3: The Selection Process

- State Officer Application and Submission
- Preparation of Information and Application Components –
- Application Submission and Deadline
- Candidate Preparation
- Recommended Resources
- Orientation Meeting
- Campaign Material Review
- Written Exam
- Interviews
- Two-minute speech
- Problematic Questions
- Delegate Question-and-Answer Session
- Meet the Candidate
- Campaigning - Voting
- Contact Information for Questions

APPENDIX: State Officer Exam Study Guide

Section 1: State Officer Job Description

Roles and Responsibilities

The primary role of a SkillsUSA state officer is to serve SkillsUSA at the local and state level to support our organization's mission to empower students to become world-class leaders, workers and responsible American citizens.

JOB DESCRIPTION

Being a state officer means representing over 350,000 SkillsUSA student members and the principles and purposes of our organization at all times. In this role, an officer will be communicating key organization information along with promoting career and technical education. As a student leader, each officer must be clear on his or her priorities, able to manage a variety of tasks and projects, and use effective time and stress-management strategies.

Officers should anticipate spending one to three hours per week completing other SkillsUSA assignments, activities, pre-work, webinars, growth plans, mentor meetings, etc. Through this program, state officers are challenged to risk boldly, seek improvement, crave feedback and support honestly. State officers have several opportunities to risk boldly and step outside of their comfort zone within a supportive environment.

During the program, students are taught advanced communication and facilitation strategies that they are asked to implement within their work. State officers must have a desire to improve and be open to feedback. While serving on the team, state officers must collaborate with their fellow state officers and support them sincerely. Finally, state officers must understand the value of their current work and the future impact. Officers may have meetings or presentations with business and industry, government officials and educational leaders, all which shape the future of SkillsUSA as well as career and technical education.

OFFICER YEAR AT A GLANCE

Task	Month	Location	Days
Officer Training/Positions	December 6-7, 2018	Smyrna, TN	2
State Officer Training	January 10-11, 2019	Smyrna, TN	2
Regional Competitions/Awards	February 2019	Home Region	1
State Officer Training- Prep for SLSC	March 14-15, 2019	Nashville, TN	2
State Leadership and Skills Conference	March 31-April 3, 2019	Chattanooga, TN	4
National Leadership and Skills Conference	June 24-28, 2019	Louisville, KY	5
State Officer Training Fall Workshops	July 2019	Nashville, TN	2
Fall Chapter Leadership Workshops	October 2019	Home Region	1
TN Leadership Training Institute	November 2019	Franklin, TN	2

State Officer Contract SkillsUSA Tennessee Postsecondary

As a state officer of SkillsUSA Tennessee Postsecondary, (Name) _____ has the responsibility to represent all members of the organization. Your conduct must be exemplary at all times since you are always representing the organization. You will have an opportunity to meet students, advisors, administrators, business and industry representatives, government officers and educational leaders during your year of service. When you sign this State Officer Contract, it should be with the understanding that your commitment to the year of service is substantial, as are the rewards of serving the organization. You will also be reaffirming the ideals of SkillsUSA Inc.

As a state officer of SkillsUSA Tennessee Postsecondary, I agree to adhere to the following rules and regulations:

Conduct

1. I will, at all times, represent SkillsUSA to the best of my abilities.
2. I will, at all times, respect all property and the rights of others.
3. I will, at all times, implement and support the SkillsUSA culture of inclusion and diversity.
4. My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
5. If under 21, I will forgo all alcohol, tobacco and illegal substances. If over 21, I will forgo all alcohol, tobacco and illegal substances while representing SkillsUSA at events, functions, conferences, and during travel.
6. I will, avoid places or activities that in any way would raise questions as to one's moral character or conduct.
7. I will, at all times, use social media accounts appropriately.

SkillsUSA Program

8. I will attend all training, functions and activities as assigned and will be on time to all functions.
9. I will complete all assignments on time given to me by my state officer advisors or SkillsUSA staff members.
10. I will be prepared for all conferences and events by knowing my curriculum and will submit all written speeches at least one week prior to delivery.
11. I will regularly communicate with my state officer advisor, state director and chapter advisor.
12. I will monitor and use my social media accounts and my SkillsUSA email account appropriately at all times.
13. I will immediately forfeit my SkillsUSA office if I am involved in any activity that is detrimental to SkillsUSA, my school, or my reputation including being arrested, charged with a felony, bullying, etc.
14. I will adhere to the stated SkillsUSA dress code and grooming standards.

15. I commit to an entire year of service that begins immediately after my election, and that concludes with the Tennessee Leadership Training Institute the following November.

School/Membership

- 16. I am enrolled and attend class at the school where my SkillsUSA chapter is based.
- 17. I will attend school daily (as scheduled) unless I am on official SkillsUSA business or other approved excursions or am ill. I will plan for absences and make up any class work missed.
- 18. I will maintain above-average grades in all my classes.
- 19. I will immediately forfeit my SkillsUSA office if I am no longer enrolled in my school/training program due to dropping out, being suspended or expelled from school.

Traveling

- 21. When traveling for SkillsUSA, I will abide by the curfew established.
- 22. When traveling for SkillsUSA, I will spend each night in the room of the hotel to which I am assigned. I will not enter any hotel room other than the one to which I am assigned.
- 23. When traveling for SkillsUSA, I will keep the SkillsUSA staff in charge informed of my whereabouts at all times. I will not leave the hotel/motel to which I am assigned without the permission of the assigned SkillsUSA staff in charge of the event.

Code of Conduct and Permission to Publish Acknowledgment

I (state officer) _____ have read and fully understand the SkillsUSA Tennessee Postsecondary State Officer Code of Conduct and agree to comply with these guidelines. Furthermore, I am aware of the consequences that will result from violation of any of the above guidelines.

As a SkillsUSA Tennessee Postsecondary state officer, the officer’s name, photo, SkillsUSA Tennessee Postsecondary e-mail address, and school contact information will be posted on the SkillsUSA Tennessee Postsecondary web site and in printed documents. The officer’s home contact information will not be published electronically or in printed documents.

I give SkillsUSA Tennessee Postsecondary permission to publish electronically and in printed documents the information and materials as described.

Officer’s Name

Officer’s Signature

Date

****Sign, scan and upload with officer application**

Key Program Essential Elements

State officers will have experiences that touch on all 17 Essential Elements within the SkillsUSA Framework. The state officer program focuses primarily on five key essential elements: Responsibility, Communication, Teamwork, Leadership and Professional Development.

Responsibility — Taking ownership of my work, my behavior and my actions

Communication — Sending and receiving clear messages

Teamwork — Working with others to achieve a common goal

Leadership — Igniting human potential and performance

Professional Development — Intentional learning experiences that enhance your career path

OVERALL PROGRAM OUTCOMES

Demonstrate proficiency in the following Essential Elements: Responsibility, Communication, Teamwork, Leadership and Professional Development.

Responsibility

- Accept consequences for actions and choices — both positive and negative — and use what is learned to inform a future situation
- Follow through on commitments at a high quality with minimal supervision
- Proactively seek feedback on tasks and assignments and confidently seek help to complete a difficult task or a task about which they have a question

Communication

- Use the POWERR formula to develop a variety of communication outputs
- Use the POWERR tool to effectively deliver a variety of communication outputs
- Craft and share messages formally and informally about career and technical education (CTE) and SkillsUSA with any stakeholder in a knowledgeable way

Teamwork

- Define and fill officer's individual role within the team
- Understand, encourage and enable the fulfillment of others' roles within the team
- Contribute collaboratively to the achievement of the SkillsUSA vision and mission through a well-defined action plan

Leadership

- Demonstrate attributes that cause followers to trust
- Model compassion
- Exhibit characteristics of stable leadership
- Generate hope in followers

Professional Development

- Actively engage in developing a rich mentor-student relationship
- Evaluate personal limitations and abilities to develop a personal growth plan that achieves short term and longer-term career and personal goals

- Complete a personal growth plan including self-reflections and feedback from mentor and state officer program leadership

GROWTH PLAN The state officer growth plans are designed to structure a personal growth plan focused on the development and growth of the 17 Essential Elements outlined in the SkillsUSA Framework. Initially, officers will complete an individual evaluation of their level of proficiency in each of the indicators found in the Essential Element rubrics. Based on these results, the students will establish three SMART goals to accomplish during their year of service, with at least one being focused on growth within the five key Essential Elements of the state officer program. Feedback on growth plan will take place throughout the officer's year of service.

Scheduling of State Officers

During the state officers' year of service, they are eligible for additional opportunities such as providing a welcome and facilitating workshops at state fall and leadership conferences, representing SkillsUSA at business and industry events and attending business conferences. These opportunities give the state officers time to demonstrate the skills they learned during their training, develop their professional and personal networks, and expand their role in supporting the SkillsUSA mission. These opportunities may require preparation time, and the opportunities themselves may require extra days off from school. Often, these extra events are a rich opportunity for personal and professional growth. Between the required events and these additional optional opportunities, students may find it difficult to maintain committed involvement in extracurricular activities such as other organizations or sports, while also keeping up with their schoolwork and CTE program. Though it is possible to maintain other responsibilities, elected students, their parents, school leadership and instructors should understand that serving as a state officer is a substantial commitment.

Responsibilities of a SkillsUSA Tennessee Postsecondary State Officer Local Advisor

The success of our state officer team largely depends on the support of local advisors. Duties of such advisors are listed below:

- Ensure that their officer receives communication from the state office.
- Ensure that their officer responds in a timely manner to all requested materials or information.
- Ensure that their officer attends all called meetings and activities.
- Ensure that their officer abides by all policies and procedures as outlined in their Leadership Handbook, State Officer Contract, and any other such items that may be communicated to them in writing or verbally by the state director or designee.
- Review all assignments before they are submitted to the state office (speeches, articles, minutes, journal entries).
- Arrange transportation for your officer to and from events.
- Assist in planning and preparing state officer speeches, scripts, skits, sessions and other documents.
- Encourage and support the state officer team in fulfilling their mission to serve Tennessee SkillsUSA

Section 2: Constitutions Guiding the State Officer Selection Process

Section 1. The state officers shall be a slate of six elected at large by the House of Delegates at each Tennessee Leadership Training Institute and shall serve from date of election until the next TLI. President, Vice President, Secretary, Treasurer, Parliamentarian and Historian.

Section 2. If a state officer-elect fails to attend state officer training, the officer will forfeit the privileges of being a state officer for that year.

Section 3. Candidates for state office shall have:

- Active membership status
- Endorsement of their local chapter

Section 4. All candidates for state office must file their candidacy for office with the state director not later than **November 2, 2018**.

Section 5. Each school will be allowed only two candidates for state office per year.

Section 6. Candidates for state office shall be required to submit the official state officer candidate forms.

Section 7. All applications that meet minimum qualifications contained in Sections 1 through 4 shall be submitted to the SkillsUSA Tennessee Postsecondary state director. Once approved, a testing proctor will administer an objective written exam through the TN eCampus system on the SkillsUSA Leadership Handbook and the Career Skills Education Program (CSEP). The testing window is November 5-9, 2018.

E. The Nominations Committee shall prepare a final ballot showing all qualified candidates. All candidates who have met the minimum qualifications in Sections 1-4, and make 75 percent or higher on the written test, shall be qualified to run for a state office, and will appear on the final ballot.

F. A two-minute speech will be given by each candidate. The final election will be held during the House of Delegates meeting.

G. Before final ballots are cast, the candidates shall respond to a problematic oral question before the House of Delegates. The question shall be the same for all candidates and shall be originated by the state staff member responsible for training.

H. Final ballots are cast by the delegates. All voting for state officers shall be by secret ballot.

VOTING

Section 1. Members shall exercise their franchise at state meetings or conferences through duly elected representatives or delegates of the chartered school associations.

Section 2. Voting on state officers shall be done by secret ballot.

Section 3. Any person elected to a state office must receive a majority number of the votes recorded.

Section 3: State Officer Selection Process

Being a state officer is the ultimate growth, personal development and student leadership experience in SkillsUSA. The overall program focuses on five key essential elements of the SkillsUSA Framework: responsibility, communication, teamwork, leadership and professional development. The skills learned through this leadership program will help officers not only be successful in serving the organization, but also throughout their lives and careers. Potential candidates should be dedicated to SkillsUSA, have a desire to serve the members of the organization, be able to work in a team and be willing to learn and grow.

State Officer Application and Submission

PREPARATION OF INFORMATION AND APPLICATION COMPONENTS

The state officer candidate application is available online only, but there are several items you need to prepare before starting the online application, as it will not save unfinished work. This steps below will assist you in your application preparation.

Step 1 Please ensure the state officer candidate qualifications are met as outlined in the SkillsUSA Constitutions.

Step 2 If qualifications are met, request and gather the following documents as early as possible in your application preparation process. These will be uploaded as part of your online application.

- **SkillsUSA Chapter Endorsement.** This letter must include the chapter advisor's handwritten signature.
- **School Verification Letter from a school administrator** indicating that at least one full year remaining in a technical, skilled and service career, including health careers programs. This letter must include the administrator's handwritten signature and program name.

Step 3 Gather the following information:

- Candidate Information Name as it appears on your driver's license or official government ID
- Type of position you are seeking (President, Vice President, Secretary, Treasurer, Historian, Parliamentarian)
- Candidate's Mailing Address, Date of Birth, Home Phone No, Cell Phone No, Email
- School/Chapter Information CTE Program School Name (where your chapter is located) School Address School Phone No.
- Contact Information of Individuals Who Should Receive Copies of Correspondence from SkillsUSA Tennessee Postsecondary state director
 - Chapter advisor
 - School administrator

Step 4. Prepare answers to the following questions. You will type your response into the online application, and this information will be shared with the SkillsUSA state voting delegates.

- **Why do you want to become a state officer?**
- **What is your SkillsUSA Framework story?**
- **What qualifications do you possess to be a state officer?**
- **What SkillsUSA honors, elected offices held, or awards have you received?**
- **What school activities, organization involvement or community-based activities are you involved in?**

Step 5. State Officer Candidate Application Forms

Download, complete and obtain signatures for both pages (6-7), verifying the SkillsUSA state officer candidate meets all the constitutional qualifications to run for office, agrees to the travel qualifications as well as provides and agrees to necessary medical information and terms. Once you have all the information gathered, you are ready to begin the application process by clicking on the following link: [State Officer Candidate Application](#)

APPLICATION SUBMISSION AND DEADLINE

Once you begin the online application process, you must complete the entire application in one sitting, as it will not save unfinished work. If you stop in the middle, you will have to start over. Upon successful submission, you will receive a confirmation email. The application deadline is **November 2, 2018.**

Candidate Preparation

The SkillsUSA Board of Directors adopted the following procedures for conducting state officer elections. The procedures are important, and this section is devoted to assist states in preparing candidates to attend and participate fully in the SkillsUSA State Leadership and Skills Conference process. Candidates should prepare for each of the following events of the state officer selection process that will be conducted during TLTI.

Recommended Resources

- SkillsUSA Leadership Handbook — a thorough understanding of all sections
- Professional Development Program
- SkillsUSA Fundamental Career Essentials: Experiences
- State Officer Candidate Procedures Document
- SkillsUSA Website www.skillsusa.org: Mission, Vision, Values
- The SkillsUSA Framework
- Scenario Role-Play — Interview Practice. Interviewing knowledgeable individuals can be an effective way to learn a great deal about what you know, what you don't know and what you need to know.
- Robert's Rules of Order, Newly Revised

Leadership and Personal Growth Resources The following is a list of books that relate to the roles and responsibilities of a state officer and/or can help an individual discover their talents and passions.

- SkillsUSA's The Four Pillars
- SkillsUSA's Leveraging Your Leadership with POWERful Presentations
- SkillsUSA's Leveraging Your Leadership with Parliamentary Procedure
- SkillsUSA's Leveraging Your Leadership with Effective Chapter Meetings
- SkillsUSA's Leveraging Your Leadership with Effective Communication
- Seven Habits of Highly Effective Teens by Stephen Covey
- 17 Essential Qualities of a Team Player by John C. Maxwell
- 21 Indispensable Qualities of a Leader by John C. Maxwell
- Habitudes by Tim Elmore

**State Officer Exam study guide is provided in the Appendix section.*

The state officer candidate process is divided into the following events:

ORIENTATION MEETING

On the first day of TLTI, an orientation meeting for state officer candidates will be held. Information will be shared on schedule, interview process, campaign material review process, delegate sessions, speeches and voting. Note: Chapter advisors and campaign managers are welcome at this meeting.

CAMPAIGN MATERIAL REVIEW PROCESS

Immediately following the orientation meeting, the candidate campaign material review process will occur. Candidates must bring a folder containing an itemized statement of campaign material expenses (signed by the candidate and advisor) and a sample of each campaign item. The nominating committee will initial each item and keep one as proof of approval. You may not bring any item that has not been approved into the delegate assembly. Violators of this regulation will appear before the nominating committee for disciplinary action, which could result in removal from the ballot.

INTERVIEWS

Interviews will be conducted for only those candidates who have submitted all required paperwork and scored 75 percent or higher on the written exam. Ten-minute interviews will be conducted for each candidate in private settings. The interview will focus on your personal commitment to becoming a SkillsUSA state officer and will explore your ideas about leadership.

TWO-MINUTE SPEECH

During the delegate business meeting, candidates will give a two-minute speech regarding "Why I Should be Elected as a State Officer for SkillsUSA."

PROBLEMATIC QUESTIONS

Each candidate shall have one minute to respond to a problematic, oral question following their two-minute speech.

MEET THE CANDIDATES SESSION

This session will allow candidates and their campaign team to meet delegates, answer questions, and discuss their goals as a SkillsUSA Tennessee Postsecondary officer.

****No skits, props or solicited audience participation (cheers/call backs/questions to crowd) of any kind are allowed during any Meet the Candidates sessions or delegate business meetings.*

The following sections outline the opportunities state officer candidates have to interact with voting delegates during the selection process.

CAMPAIGNING

Campaigning is to be conducted only in person and onsite at TLTI and will start only after the opening session of the conference. Campaign materials are not allowed to be taped to walls, doors, windows or any surface in the hotel. If campaign materials are found taped to any surface, fines may be charged. The total cost of campaign material may not exceed **\$200**. This includes any items that are donated, purchased or borrowed using fair market value before taxes. Portfolios and awards are considered campaign materials and should be included in the cost. A receipt is needed for all the items purchased, including those purchased from your school. Note: Donated campaign items must have documentation showing proof of the market value, for example: printed item and cost from a supplier's (Walmart, Staples, Office Depot) website. ***A detailed budget must be provided by each candidate to the SkillsUSA Postsecondary State Director during the candidate briefing session.**

The following costs should be applied to any donated printing: • 8½"x 11" color copies (no color limit): \$.15/page • 11"x17" color copies (no color limit): \$.30/page • 8½"x11" black and white copies: \$.05/page • 11"x17" black and white copies: \$.10/page

Candidates are encouraged to be creative in the design and use of their campaign materials; however, the following will not be allowed:

- Food items, candies, liquids or gum
- Glass items
- Balloons, frisbees, balls, bubbles or soap
- Items that fly or make noise
- Items that have the potential or qualities of being harmful, e.g., mouth glow sticks

To display materials, candidates must provide their own free-standing poster, banner or display board and stand (one board per person) not exceed 24"x36". This measurement includes any sides or flaps used in the theme of the poster, banner or display boards.

If an easel is used to support your poster, the cost of the easel should be included in the total cost for campaign materials.

One table for each candidate will be provided. SkillsUSA will not provide bulletin boards. Campaign clothing items bearing the SkillsUSA logo must be purchased from the official SkillsUSA store.

Please follow the SkillsUSA graphic standards at: www.skillsusabrandcenter.org All items are subject to approval by the Nominating Committee. No skits, props or solicited audience participation (cheers/call backs/questions to crowd) of any kind are allowed during any Meet the Candidates sessions or delegate business meetings.

VOTING

Voting for state officers is done by electronic secret ballot. Voting delegates from each school check in to receive their unique voting code and enter the voting room.

GOOD LUCK CANDIDATES!!! Running for state office is an exciting time filled with opportunities to strengthen your personal growth and leadership skills. Be sure to take advantage of the resources provided that relate to the roles and responsibilities of a state officer and can assist you on your journey of discovering your talents and passions. If elected as a student leader these resources will ensure you are not only successful in serving the organization during your year of service, but also throughout your life and future opportunities.

Contact Information for questions regarding the state officer selection process (candidates):
SkillsUSA Tennessee Postsecondary Director- Joy Rich
Joy.Rich@tbr.edu or 615-366-2211

APPENDIX

State Officer Exam Study Guide

1. Recite the skills USA pledge. What do these phrases mean: “to prepare myself,” “to base my expectations of reward upon the solid foundation of service”?

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers,

To base my expectations of reward upon the solid foundation of service,

To honor and respect my vocation in such a way as to bring repute to myself,

And further, to spare no effort in upholding the ideals of SkillsUSA.

“to prepare myself” — Preparation requires self-control. It means effort without immediate reward but with the knowledge that the effort will pay off when the preparation is completed.

“to base my expectation of reward upon the solid foundation of service” – This statement reinforces the attitude that we must first serve to gain. This attitude is important to success.

2. Recite the SkillsUSA motto and the six points of the SkillsUSA creed

SkillsUSA Motto:

Preparing for leadership in the world of work.

SkillsUSA Creed:

I believe in the dignity of work.

I believe in the American way of life.

I believe in education.

I believe in fair play.

I believe satisfaction is achieved by good work.

I believe in high moral and spiritual standards.

3. 11 purposes of SkillsUSA

- To unite in a common bond all students enrolled in trade, industrial, technical, and health occupations education.
- To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- To foster a deep respect for the dignity of work.
- To assist students in establishing realistic vocational goals.
- To help students maintain a purposeful life.
- To create enthusiasm for learning.
- To promote high standards in trade ethics, workmanship, scholarship, and safety.
- To develop the ability of students to plan together, organize and carry out worthy activities and projects using the democratic process.

- To foster a wholesome understanding of the functions of labor and management organizations.
- To create among students, faculty members, and persons in business and labor a sincere interest and esteem for career and technical education.
- To develop patriotism through knowledge of our nations heritage and the practice of democracy.

4. Duties of the president, vice president, secretary, treasurer, reporter, and parliamentarian.

President: This person is key to the whole SkillsUSA chapter, must be selected for good leadership qualities, and must be able to work with people and encourage them to work for the chapter's benefits.

- Knows what work must be done and when to delegate.
- Keep informed of the members progress and see that the chapter is moving forward,
- Presides over meetings, make sure they begin on time and follow the order of business.
- Never interjects personal opinions or dominates the meeting.
- Has a complete understanding of the matters to be discussed and the possible effects of his or her recommendations.
- Conducts meetings following correct parliamentary procedure and allows ample, but not excessive time for discussion.
- Brings issues to a satisfactory conclusion when sensing a discussion is dragging or being monopolized

Vice President: as first assistant to the president, he or she should prepare just as well as the president.

- Presides at meetings and other functions in the absence of the president.
- Must be well informed of the issues and skilled in handling the chapter's business.
- Must be prepared to assume office of president when necessary.
- Carries specific responsibilities for program planning, often with help from a program committee, to determine the program topics, secure speakers and arrange for necessary facilities.

Secretary:

- Keeps all chapter records for continuous reference to all that has happened.
- With the president, sets a tentative agenda of each meeting several days in advance.
- Advises the president during the meeting about the agenda.
- Keep the minutes of each meeting in a permanent book having alphabetical membership roll.
- Keep the final copy of the chapter's calendar of activities.
- Includes the following information in the minutes: the name of the chapter, the kind of meeting or the purpose of the meeting, the date, the time, the place, the name of the presiding officer, the number present, approval of previous minutes, a treasurer's report, reports and actions taken in the meeting, motions carried and lost, adjournment, and the signature of the presiding officer.

- Counts the vote, unless someone else is appointed.
- Asks questions if unsure about the wording of a motion or its outcome.
- At each meeting, reads the minutes of the previous meeting, which, when approved, are the official record of the chapter business.
- Keeps the local chapter's constitution and by-laws at each meeting to be used as a reference.
- Maintains a complete list of members as well as committees, their members and chairpersons.
- Chairs the membership committee and calls meetings to order in the absence of the president and vice president.
- Takes care of chapter correspondence and reads all communications directed to the chapter.
- Strives to develop skills including listening, interpreting issues, taking concise notes and reporting accurately.
- Develops good speaking skills so the minutes can be heard and understood.

Treasurer:

- Keeps the record of the chapter funds.
- Bills for annual dues.
- Assists in developing the annual budget.
- Maintains accurate records of income and expenses.
- Makes a complete inventory of the chapter equipment, books and other materials with the assistance of the chapter advisor.
- Knows all the regulations about handling the chapter's finances as determined by the constitution or by-laws and school policy.
- Issues and maintains records of receipts.
- Collects, records, and deposits funds promptly.
- Records approved expenditures immediately.
- Keeps ledgers in cooperation with school authorities (in schools where all funds must be administered by a school treasurer or comptroller).

Historian:

- Promotes news about the chapter before the public.
- Can write (or willing to learn to write) news stories on chapter activities.
- After obtaining details about a meeting or program prepares news releases and distributes them to print and broadcast media.
- Includes the "who, what, when, where, why, and how," the name of SkillsUSA chapter and the main people involved, a description of the activity and how it affects the community, as well as the place, date and time.
- Gets acquainted with local news editors and finds out if they want fully written stories or just the facts.
- Finds out if the news agencies want photos submitted or would rather be notified to send their photographer or reporter to events.

- Avoids playing favorites with competing newspapers and stations.
- Uses school and community bulletin boards to get the news out.
- Chairs the chapter's information or public relations committees.
- Collects publicity to display at state and national meetings and to include in the chapter's scrapbook.

Parliamentarian:

- Is the chapter authority and consultant to the president on procedural matters.
- Has a working knowledge of parliamentary law and gives opinions on it, not on personal feelings.
- Has a working knowledge of *Robert's Rules of Order*.
- Must be able to gain the confidence of others, since he or she may be called on to settle controversial issues concerning parliamentary procedure.
- Calls attention to any errors in procedure but has no authority to enforce ideas or rulings.

5. Recite the seven points of the National Program of Work.

- Professional Development
- Community Service
- Employment
- Ways and Means
- Skills USA Championships
- Public Relations
- Social Activities

6. Recite the SkillsUSA colors and what they represent.

Red and white represent the individual states and chapters.

Blue represents the common union of the states and the chapters.

Gold represents the individual, the most important element of the organization.

7. Recite the official dress for men and women.

Women:

Red SkillsUSA blazer, windbreaker or sweater
 White collarless blouse
 Black dress skirt or black dress pants
 Black sheer or skin-tone seamless hose
 Black shoes

Men:

Red SkillsUSA blazer, windbreaker or sweater
 White dress shirt
 Black dress slacks
 Plain solid black tie
 Plain black socks

Black shoes

8. Recite the procedure for obtaining the floor at a meeting and making a motion.

Rise and address the President – “Mr. President” or “Madam President.”

Receive recognition by the President.

Make motion— “I move that . . .”

9. Recite the 5 parts of the SkillsUSA emblem and what each represents.

The shield represents patriotism.

The gear represents the industrial society.

The torch represents knowledge.

The orbital circles represent technology.

The hands represent the individual.

10. Define Quorum

Quorum — The minimum number of members who must be present at meetings in order for business to be legally transacted.

11. What are the eight SkillsUSA goals.

- Acceptance of SkillsUSA activities by the educator as an integral part of the instructional program.
- The creation of programs that will motivate members in their training and chapter activities.
- The continued development of high-quality leadership training programs.
- The creation and expansion of leadership training conferences on local, state and national levels.
- Expanded competitive activities.
- Improved public relations at all levels with business, industry, labor organizations and associations as well as involvement in local, school, civic and community activities through correspondence, publications and goodwill tours.
- The employment of a full-time person to conduct the duties of the state association director.
- Continued growth of membership.

12. In what National SkillsUSA region do you live? Region 2

13. Who is the Executive Director of National SkillsUSA? Tim Lawrence

14. Who is the State Director of SkillsUSA Tennessee Postsecondary? Joy Rich

15. What is the difference between a standing committee and an ad hoc committee?

A **standing committee** operates for the entire school year.

Ad hoc committees operate for a limited time period.