



# State Officer Program Guide

Application available online at:

[SkillsUSA Tennessee Postsecondary State Officer Application](#)

October 2021

## Foreword

To assist SkillsUSA chapter advisors and members in research and preparation for state officer candidacy, we have created the 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.

We feel 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.

Each Fall, SkillsUSA delegates from across the state elect 6-9 of their peers to serve as student leaders for the organization – state officers. Including President, Regional Vice Presidents, 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 Fall Leadership Conference 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.

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## Section 1: State Officer Program Overview

### ROLE 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.

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 two hours per week completing 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.

### PROGRAM OUTCOMES

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

#### **Responsibility**

- Taking ownership of my work, my behavior and my actions
- 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**

- Sending and receiving clear messages
- 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**

- Working with others to achieve a common goal
- 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**

- Igniting human potential and performance
- Demonstrate attributes that cause followers to trust
- Model compassion
- Exhibit characteristics of stable leadership
- Generate hope in followers

### **Professional Development**

- Intentional learning experiences that enhance your career path
- 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**

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 officer's 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:

1. Ensure that their officer receives communication from the state office.
2. Ensure that their officer responds in a timely manner to all requested materials or information.
3. Ensure that their officer attends all called meetings and activities.
4. 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.
5. Review all assignments before they are submitted to the state office (speeches, articles, minutes, journal entries).
6. Arrange transportation for your officer to and from events.
7. Assist in planning and preparing state officer speeches, scripts, skits, sessions and other documents.
8. Encourage and support the state officer team in fulfilling their mission to serve Tennessee SkillsUSA.

## OFFICER YEAR AT A GLANCE

<b>Task</b>	<b>Month</b>	<b>Location</b>	<b>Days</b>
State Officer Training	November 2021	Virtual	1
State Officer Training	December 2021	Virtual	1
State Officer Training	January 2022	Virtual	1
State Officer Training	February 2022	Virtual	1
State Officer Training- Prep for SLSC	March 2022	TBD	2
State Leadership and Skills Conference	April 2022	TBD	4
National Leadership and Skills Conference	June 20-24, 2022	Atlanta, GA	5
Fall Leadership Conference	Fall 2022	TBD	1-2

## 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 officials 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 Fall Leadership Conference.

**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.**

## Section 2: Constitutions Guiding the State Officer Selection Process

### QUALIFICATIONS FOR STATE OFFICE

#### *Section 1*

The State Officers shall be a slate of up to Nine elected at large by the House of Delegates and shall serve from the date of election until the next fall leadership conference. The state director and Executive Council have the authority to determine if less than nine candidates meet satisfactory requirements and can reduce the team size as deemed appropriate. The position to be held by each elected officer shall be determined by the Executive Council in conjunction with the State Director. State offices may include President, Regional Vice Presidents, Secretary, Treasurer, Historian, Reporter, and Parliamentarian.

#### *Section 2*

Each candidate for state office shall submit an application, a letter of endorsement from the local chapter advisor, and the local school administrator. The State Director shall furnish a standard application for state office to local chapters. All candidates for state office must file their candidacy for office with the state director no later than **October 22, 2021**.

#### *Section 3*

Each candidate shall have an active membership status and one or more years of Postsecondary education eligibility.

#### *Section 4*

Each candidate shall be given a written test covering the SkillsUSA organization and parliamentary procedure and shall be interviewed by the Executive Council. The candidate shall score at least 70% on the officer-screening test. The Executive Council shall have the right to waive the test score requirements as necessary to fill the ballot.

#### *Section 5*

Each school will be allowed only two candidates for state office per year. Any candidate who properly submits an application for office and passes the written test as well as the Executive Council screening shall be placed on the ballot. The Executive Council shall prepare a final ballot to include all qualified candidates.

#### *Section 6*

A 2-5 minute video recorded speech will be given by each candidate. Links to the videos will be posted on the SkillsUSA TN Postsecondary website. Final ballots shall be cast by the House of Delegates. All voting for state officers shall be via a secure webform with link provided by state director to each registered delegate.

## 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

### 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. The 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.

1. **SkillsUSA Chapter Endorsement.** This letter must include the chapter advisor's handwritten signature.
2. **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:

1. Candidate Information Name as it appears on your driver's license or official government ID
2. Position you prefer (President, Regional Vice President, Secretary, Treasurer, Historian, Parliamentarian)
3. Candidate's Mailing Address, Date of Birth, Home Phone No, Cell Phone No, Email
4. School/Chapter Information CTE Program School Name (where your chapter is located) School Address, School Phone No.

5. Contact Information of individuals who should receive copies of correspondence from SkillsUSA Tennessee Postsecondary state director such as Chapter advisor, School administrator
6. Professional Head Shot in SkillsUSA Official Red Blazer

**Step 4:** Prepare a 2-5 minute speech that answers the following questions. You should be dressed in official SkillsUSA attire, use proper lighting, backdrop, and sound. Submit your speech in a **video format with a URL link**. Your video can include graphics and images as well as music and other technologies available. You are encouraged to be creative in your design and delivery. Your video will be reviewed by the Voting Delegates. Your video should be 2-5 minutes in length and answer the following questions.

- **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 (8-9), 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.

**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 **October 22, 2021.**

## 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.

### **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](http://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.***

## Section 4: Important Dates

**October 1, 2021**

### **SkillsUSA State Officer Application Opens**

**October 22, 2021**

### **Deadline to Apply for State Office**

Candidates shall submit their signed and completed application with 2-5 minute speech/video and headshot at the following link:

[SkillsUSA Tennessee Postsecondary State Officer Application](#)

**October 27-28, 2021**

### **State Officer Exam and Virtual Interview**

Candidates who submit all required application materials by the deadline will be notified to take a written exam and participate in a 30-minute virtual interview conducted through Microsoft Teams. The interview will focus on your personal commitment to becoming a SkillsUSA state officer and will explore your ideas about leadership. During the interview, candidates will be asked a series of problematic questions. These sessions will be recorded and available for viewing by the Voting Delegates.

**November 1-4, 2021**

### **Election Week: Voting Delegates**

Voting for state officers is done by electronic secret ballot. Voting delegates from each school will receive a unique link to register their votes via a webform. Each delegate is only allowed 1 vote, and each institution is limited to 10 voting delegates.

**November 5, 2021**

### **2021-22 SkillsUSA Tennessee PS State Officer Team Announced**

The 2021-22 SkillsUSA Tennessee Postsecondary State Officer team will be announced on November 5, 2021! Once the announcement has been made, the newly elected officers will receive a congratulations letter with next steps.

## 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.

For questions regarding the SkillsUSA State Officer Program, please contact SkillsUSA Tennessee Postsecondary Director, Shania Willyard at [Shania.Willyard@tbr.edu](mailto:Shania.Willyard@tbr.edu) or 615.366.4497.

## 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

1. To unite in a common bond all students enrolled in trade, industrial, technical, and health occupations education.
1. To develop leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
2. To foster a deep respect for the dignity of work.
3. To assist students in establishing realistic vocational goals.
4. To help students maintain a purposeful life.
5. To create enthusiasm for learning.
6. To promote high standards in trade ethics, workmanship, scholarship, and safety.



7. To develop the ability of students to plan together, organize and carry out worthy activities and projects using the democratic process.
8. To foster a wholesome understanding of the functions of labor and management organizations.
9. To create among students, faculty members, and persons in business and labor a sincere interest and esteem for career and technical education.
10. 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.

1. Knows what work must be done and when to delegate.
2. Keep informed of the members progress and see that the chapter is moving forward,
3. Presides over meetings, make sure they begin on time and follow the order of business.
4. Never interjects personal opinions or dominates the meeting.
5. Has a complete understanding of the matters to be discussed and the possible effects of his or her recommendations.
6. Conducts meetings following correct parliamentary procedure and allows ample, but not excessive time for discussion.
7. 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.

1. Presides at meetings and other functions in the absence of the president.
2. Must be well informed of the issues and skilled in handling the chapter's business.
3. Must be prepared to assume office of president when necessary.
4. 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:**

1. Keeps all chapter records for continuous reference to all that has happened.
2. With the president, sets a tentative agenda of each meeting several days in advance.
3. Advises the president during the meeting about the agenda.
4. Keep the minutes of each meeting in a permanent book having alphabetical membership roll.
5. Keep the final copy of the chapter's calendar of activities.
6. 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.

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

**Treasurer:**

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

**Historian:**

1. Promotes news about the chapter before the public.
2. Can write (or willing to learn to write) news stories on chapter activities.
3. After obtaining details about a meeting or program prepares news releases and distributes them to print and broadcast media.
4. 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.
5. Gets acquainted with local news editors and finds out if they want fully written stories or just the facts.

6. Finds out if the news agencies want photos submitted or would rather be notified to send their photographer or reporter to events.
7. Uses school and community bulletin boards to get the news out.
8. Chairs the chapter's information or public relations committees.
9. Collects publicity to display at state and national meetings and to include in the chapter's scrapbook.

**Parliamentarian:**

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

**5. Recite the six categories of the National Program of Work.**

1. Advocacy and Marketing
2. Community Engagement
3. Financial Management
4. Leadership Development
5. Partner and Alumni Engagement
6. Workplace Experiences

**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. What is the 2021-22 SkillsUSA Theme? SkillsUSA: United as One**

**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?**

1. Acceptance of SkillsUSA activities by the educator as an integral part of the instructional program.
2. The creation of programs that will motivate members in their training and chapter activities.
3. The continued development of high-quality leadership training programs.
4. The creation and expansion of leadership training conferences on local, state and national levels.
5. Expanded competitive activities.
1. 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.
2. The employment of a full-time person to conduct the duties of the state association director.
3. Continued growth of membership.

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

**13. Who is the Executive Director of National SkillsUSA? Chelle Travis**

**14. Who is the State Director of SkillsUSA Tennessee Postsecondary? Shania Willyard**

**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.