



# Tennessee PS State Officer Guide

**2023-24**

**[Online Application Available](#)**

## **Important Dates**

**October 5, 2023**

Application and Supporting Documents

**October 19, 2023**

Virtual Orientation and State Officer Exam

**October 26, 2023**

Interviews with Nominating Committee (by appointment)

**October 27, 2023**

2023-24 SkillsUSA Tennessee PS State Officer Team Announced

## 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.

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, Vice President(s), Secretary, Treasurer, Reporter, Parliamentarian and Sargent at Arms or Historian. 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.

## Contact Information for Questions

TN PS State Director Daphne Brown [daphne.brown@tbr.edu](mailto:daphne.brown@tbr.edu) 615-366-3943

TN PS State Officer Coach Michael Johnson [michael.johnson@tbr.edu](mailto:michael.johnson@tbr.edu) 615-365-1554

# SkillsUSA State Officer Guide

## Table of Contents

<i>SkillsUSA State Officer Guide</i> .....	3
<i>Section 1 — State Officer Job Description</i> .....	7
<b>STATE OFFICER CONTRACT (COPY WILL SIGNED DIGITALLY WITH APPLICATION SUBMISSION)</b> .....	11
<i>Conduct</i> .....	11
<i>Key Program Essential Elements</i> .....	13
<b>OVERALL PROGRAM OUTCOMES</b> .....	13
<i>Section 2 — Bylaws Guiding the State Officer Election Process</i> .....	13
<i>College / Postsecondary Division Bylaws</i> .....	13
<i>Section 3 — State Officer Election Process</i> .....	14
<i>State Officer Candidate Application and Submission</i> .....	14
<b>PREPARATION OF INFORMATION AND APPLICATION COMPONENTS</b> .....	14
<i>Step 1</i> .....	14
<i>Step 2</i> .....	14
<i>School Verification Letter</i> .....	14
<i>Chapter Advisor Support Letter</i> .....	14
<i>Step 3</i> .....	14
<i>Candidate Information</i> .....	15
<i>Travel Information</i> .....	15
<i>Correspondence Contact Information for:</i> .....	15
<i>Step 4</i> .....	15
<i>Step 5</i> .....	16
<i>State Officer Candidate Application Forms</i> .....	16
<b>APPLICATION SUBMISSION AND DEADLINE</b> .....	16
<i>Candidate Preparation</i> .....	16
<i>Recommended Resources</i> .....	16
<b>INSTRUCTIONS, REMINDERS, AND INFORMATION</b> .....	16

***Candidate Process ..... 17***  
***BUSINESS SESSIONS AND MEET THE CANDIDATE ..... 17***  
***CAMPAIGN POLICIES AND PROCEDURES..... 17***  
***VOTING ..... 17***  
***Final Vote..... 18***  
***Section 4: New Officer Announcement and Post-TLTI Information..... 19***

**D**uring the State Leadership and Skills Conference each year, SkillsUSA TN PS delegates from across the state elect college/postsecondary officers to serve as student leaders for the organization – state officers. 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 our state conferences, including the SkillsUSA TN PS Fall Leadership Conference (TLTI) and the SkillsUSA Tennessee State Leadership and Skills Conference (SLSC). The state officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career ready.

Being a state officer is one of the personal growth and student leadership experiences 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 not only help these student leaders be successful in serving the organization, but the skills will also help them throughout their lives and future careers.

Being a SkillsUSA State Officer is a great way to help make a difference in your school, your community, and your state...even in you! Student members seeking to broaden their opportunities with SkillsUSA should consider a campaign for state office.

Ask yourself the following questions:

- Do I possess leadership qualities?
- Do I have a positive attitude?
- Do I enjoy working as part of a team?
- Do I enjoy meeting new people?
- Do I like to travel?
- Am I involved in community service?

If you answered yes to these questions, the state officer experience is something to consider. As a SkillsUSA State Officer, you will become an ambassador for your school, your state and the National SkillsUSA organization.

You could:

- Represent the leading career and technical student organization in America
- Fine-tune your leadership skills
- Travel throughout the state
- Meet SkillsUSA business and industry representatives

- Work closely with other SkillsUSA officers and members
- Have the opportunity to encourage and motivate others through public speaking.
- And much, much more

You could be elected to one of the following positions:

- President
- Vice President(s)
- Secretary
- Treasurer
- Parliamentarian
- Reporter
- Sergeant at Arms or Historian

## Section 1 — State Officer Job Description

Position Title:	SkillsUSA State Officer
Work Location:	Remote with travel opportunities for trainings and assignments
Classification/Duration:	TLTI October 2023-TLTI October 2024
Weekly Hours:	3 hours per week averaged over the year 156 hours total
Reports To:	State Officer Coach
Application Process:	Complete state officer application by October 5, 2023 and participate in the state officer election process.

### ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school, and college/postsecondary students who are preparing for careers in career and technical education. SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

### SUMMARY

The primary role of a SkillsUSA state officer is to serve SkillsUSA at the local and state level to support our organization's mission. Being a state officer means representing more than 10,000 SkillsUSA student members, as well as the principles and purposes of our organization at all times. In this role, an officer will communicate key organizational information, while also promoting career and technical education. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, and use effective time and stress management strategies.

### MINIMUM REQUIREMENTS:

Be an active postsecondary member of SkillsUSA.

- Have the endorsement of your local chapter lead advisor and college president.
- Each chapter may run no more than two state officer candidates.
- Be in good standing academically.
- Pass the online state officer candidate test.
- Receive favorable recommendation from the SkillsUSA Executive Committee during interview process.

## **RESPONSIBILITIES**

SkillsUSA Tennessee State Officers responsibilities:

1. Tennessee Leadership Training Institute Conference - October
2. Executive Committee Meetings - as scheduled below:
  - a. November- Executive Committee Meeting
  - b. January Executive Committee Meeting
  - c. January 30 (Day on the Hill)
  - d. February Executive Committee Meeting
  - e. February SkillsUSA Week February 5-9 (this will be on your college's campus)
  - f. March Executive Committee Meeting
  - g. March College in-service week March 4-8 (this will be optional)
  - h. April SkillsUSA Tennessee State Leadership and Skills Conference- April 14-17
  - i. SkillsUSA National Leadership and Skills Conference – June 24-28
  - j. Tennessee Leadership Training Institute Conference – Following October

State officer candidates should discuss the above responsibilities with his/her employer prior to applying for a state officer position.

### **State Officer Advisor/School responsibilities:**

- Assist the candidate in the application and election process
- Provide Official SkillsUSA Red Blazer - for Elected State Officers
- Provide transportation and meals for all required functions
- Serve on the Executive Committee

## **ELECTION PROCESS**

The State Officer application along with all other supporting materials below should be submitted digitally to the state director via the online application and **MUST BE RECEIVED no later than October 5, 2023.**

- Letter of Recommendation from Lead Advisor
- Letter of Recommendation from School President
- State Officer Code of Conduct Form
- Responsibilities Agreement Form



- Paragraph that explains “Why you want to serve as a state officer?” (minimum 500 words) Your paragraph may also include any of the following information:
  - What are your qualifications for state office?
  - What other experience/activities/hobbies/jobs do you have or have you had that will help you in carrying out the duties of state office?
  - You will want to refer to the SkillsUSA Framework to incorporate the Framework aspects in your paragraph (see STEP 4 later in the guide)
  - Short bio and digital head shot in official dress 300 x 300 pixel minimum.
  - Candidates will need to bring their 2-3 minute campaign speech to the candidate screening interview.
- One-page resume
- One example of each campaign material used and any giveaway items (description, or photo)
- Letter with Itemized Statement of Campaign Materials with attached receipts (if applicable).

#### Campaign Material Guidelines:

- Candidates cannot spend over \$200 on campaign materials and giveaway items.
- Each candidate must provide an itemized campaign expense report.
- Posting and distribution of campaign materials may be limited by the regulations of the convention site and SkillsUSA State Director.

#### **Campaigning Rules:**

- Campaigning will not begin until after the opening session at TLTI.
- Candidates will be given time to set up their campaign area and change into official SkillsUSA attire.
- Candidates will be expected to present a two- to three-minute campaign speech at the evening session on the first night of the TLTI conference. In this campaign speech, candidates must make a brief reference of the SkillsUSA Framework and how SkillsUSA has improved the candidate in one of the framework areas: Personal Skills, Technical Skills Grounded in Academics, or Workplace Skills.
- After the speeches, candidates will return to their designated area for the delegates to meet you and ask questions.
- Each candidate will meet with the leadership team for interviews.

- Voting will take place the following morning before the opening session. Each college is allowed four voting delegates.
- At the close of session, the 2023-2024 SkillsUSA State Officers will be announced.
- Upon completion of TLTI there will be a brief state officer meeting

### **TRAVEL REQUIREMENTS:**

State officers must be available to travel for training and events throughout their year of service. After the election, the team will collaborate on availability and establish training dates and times.

### **ASSIGNMENTS**

Throughout the state officers' year of service, they will be engaged in several assignments including the SkillsUSA TN PS Fall Leadership Conference and the SkillsUSA Tennessee State Leadership and Skills Conference. Additional expectations may include:

- Participation in SkillsUSA's College Signing Day
- Participation in SkillsUSA Day on the Hill
- Complete the Career Essentials: Advanced or Adult Learner Course
- Participation in Leverage
- Participation in the Washington Leadership Training Institute
- Participation as a national delegate during the National Leadership and Skills Conference

#### Community Agreement

- Commit to promote collaboration
- Use a process of open inquiry
- First extend grace
- Take time to personally connect with each other
- Work hard
- Be present and engaged

## **STATE OFFICER CONTRACT (COPY WILL SIGNED DIGITALLY WITH APPLICATION SUBMISSION)**

As a state officer of **SkillsUSA TN PS** you have the responsibility to represent all members of the state association. Your conduct must be exemplary at all times since you are always representing the organization. You may be meeting with 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 is 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 PS** I agree to adhere to the following rules and regulations:

### *Conduct*

- I will, at all times, represent SkillsUSA to the best of my abilities.
- I will, at all times, respect all property and the rights of others.
- I will, at all times, implement and support the SkillsUSA culture of inclusion and diversity.
- My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
- I will forgo all alcohol, tobacco and illegal substances while representing SkillsUSA at events, functions, conferences, and during travel.
- I will avoid places or activities that in any way would raise questions as to my moral character or conduct.
- I will not engage in any behavior that might be deemed sexual harassment which includes, but is not limited to, verbal, written or physical statements or actions to or about others.
- I will, at all times, use social media accounts appropriately. This includes not engaging in bullying or cyberbullying of others including threatening words or behavior; menacing, hazing, taunting or intimidation; the use of lewd, profane or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others at any time.

### *SkillsUSA Program*

- I will attend all trainings and activities as assigned and will be on time to all functions.
- I will complete all assignments given to me by my state officer advisors or SkillsUSA staff members on time.
- 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.
- I will regularly communicate with my state officer coach, state director and chapter advisor.
- I will monitor and use my social media accounts and my SkillsUSA email account appropriately at all times.
- I will immediately forfeit my SkillsUSA office if I am involved in any activity that is deemed detrimental to SkillsUSA, my school or my reputation, including being arrested and charged with a crime.
- I will adhere to the stated SkillsUSA dress code and grooming standards.
- I will respect SkillsUSA attire and will not inhale or smoke cigarettes, e-cigarettes, use a vape pen or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including outdoor venues.

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

#### *School/Membership*

- I will maintain active SkillsUSA membership as outlined in Article IV Section 5 of the SkillsUSA High School and College/Postsecondary Bylaws by being “enrolled in a coherent sequence of courses or career major” and attend classes at the school my SkillsUSA chapter is based.
- I will attend school daily unless I am on official SkillsUSA business or other approved excursions or if I am ill. I will plan in advance for absences and make up any class work missed.
- I will maintain above-average grades in all my classes.
- 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*

- When traveling for SkillsUSA, I will abide by the curfew established.
- 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.
- When traveling for SkillsUSA, I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
- 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.

I understand and commit to all of the above statements and expectations, and I understand that there are consequences and potential disciplinary actions, including my removal from office, if at any time I fail to fulfill my duties as a SkillsUSA state officer.

## *Key Program Essential Elements*

The state officers will participate in experiences in areas of the 17 Essential Elements within the SkillsUSA Framework. However, the state officer program will focus primarily on three key Essential Elements: Leadership, Communication and Service Orientation.

**Leadership** — Influencing the hearts, minds and actions of others.

**Communication** — Sending and receiving clear messages.

**Service Orientation** — Meeting the needs of internal and external customers.

### **OVERALL PROGRAM OUTCOMES**

As a result of the State Officer Program, the SkillsUSA mission is achieved by ensuring that the state officers are able to demonstrate proficiency in the following Essential Elements: Leadership, Communication and Service Orientation.

#### **Leadership**

- Exhibit the four primary characteristics of high-quality leaders as defined by SkillsUSA: trust, compassion, stability and hope.

#### **Communication**

- Develop and deliver effective communication about SkillsUSA and career and technical education that is written or oral and targeted at a variety of stakeholder audiences.

#### **Service Orientation**

- Demonstrate a high level of service to meet the needs of local, district and state stakeholders.

## **Section 2 — Bylaws Guiding the State Officer Election Process**

### *College / Postsecondary Division Bylaws*

#### **Article II — State Officers**

Sections 1-7

## Section 3 — State Officer Election Process

### *State Officer Candidate 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 the application will not save unfinished work. The steps below will assist you in preparing your application.

The application deadline is October 5, 2023

#### ***Step 1***

Ensure the state officer candidate qualifications are met as outlined in this guide.

**NOTE:** Each state officer candidate shall be an active SkillsUSA member and eligible to retain active membership in the organization until the member completes the term of office, if elected. *Please double-check with your SkillsUSA state director and confirm dues for **chapter, state and national membership** were submitted by the state and national deadlines for the year you are running for state office.*

#### ***Step 2***

If qualifications are met, request and gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in **PDF format** only as part of your online application.

Documents to be labeled (First Initial\_Last name\_Document Title), i.e.,  
M\_Smith\_ChapterAdvisorSupportLetter.PDF

**Only ONE file is allowed per upload area on the application.** Combine multiple documents into a single PDF document. Several apps are available to assist with this - Tiny Scanner, PDF Scanner, or Scannable.

#### **School Verification Letter**

Verification letter from a school administrator indicating that:

Candidate is enrolled in a coherent series of courses or career major that prepares them for further education and/or employment and who are earning credit toward a diploma/certificate or its equivalent **and** plans to continue in the training program at least one more year.

#### **Chapter Advisor Support Letter**

This letter must be from the advisor of the chapter and confirm the candidate will be a member of SkillsUSA **during their term in office**, including a handwritten signature.

#### ***Step 3***

Gather the following information to complete the application:

## Candidate Designation

Chapter

Division

SkillsUSA Membership

## Candidate Information

First Name, Last Name

Candidate's Mailing Address

Cell Phone #

Email

CTE Program

School Name

School Address

Advisor Cell #

Which of the following activities have you participated in during your SkillsUSA membership?

- Activate.
- Chapter Officer.
- Tennessee Leadership Training Institute (TLTI).
- Washington Leadership Training Institute (WLTII).
- President's Volunteer Service Award

## Travel Information

Name as it appears on your driver's license or official government ID

## Correspondence Contact Information for:

SkillsUSA Chapter Advisor

### *Step 4*

In **500 words or less**, prepare answers to the following questions. Use a word processing program to establish formatting and run spell check.

- What is your SkillsUSA Framework story?
  - Create your story by identifying one Essential Element from the SkillsUSA Framework that you have developed and explain how experiences in SkillsUSA and/or your career and technical education program have aided in your growth.
  - Utilize Framework story creation tools:

The SkillsUSA Framework is a foundation for career-ready skills. It was created in 2014 to help students develop and communicate their employability skills.

To create a SkillsUSA Framework story, you can:

    - Describe the situation
    - Explain the actions and tasks you did
    - Identify the Essential Element skill you grew in as a result of the experience

Find a partner and deliver your Framework story

The SkillsUSA Framework has three components:

    - Personal Skills
    - Workplace Skills
    - Technical Skills grounded in Academics

Each component is further divided into 17 Essential Elements. These skills are required for success in school, life, SkillsUSA, and your future career.

**Read, acknowledge and agree to the State Officer Contract you will be held to, if elected.  
Read, acknowledge and agree to the candidate campaign policies and procedures.**

### ***Step 5***

#### **State Officer Candidate Application Forms**

Download, print, complete and obtain signatures for the following documents.

##### Candidate Headshot

1. Head and shoulders shot (from chest up) – PORTRAIT (vertical) orientation only
2. Shoot against a plain, one-color wall, preferably white
3. Make sure photo is well lit, but try not to have any shadows on the wall, if possible
4. Wear SkillsUSA Attire (wear only acceptable pins on jacket)
6. Smile!

Once you have all the information gathered, you are ready to begin the application process at: [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.

You will be notified by (October 17, 2023), if you are eligible to be an official candidate and invited to join an orientation meeting.

The application deadline is (October 5, 2023)

### ***Candidate Preparation***

Below are the events held for state officer candidates. The procedures are important, and this section is devoted to assist in preparing candidates to attend and participate fully in the state officer election process.

#### **Recommended Resources**

- *SkillsUSA Member Handbook* — a thorough understanding of all sections.
- State Officer Program Guide.
- 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 do not know and what you need to know.

#### **INSTRUCTIONS, REMINDERS, AND INFORMATION**



Approved/verified state officer candidates will receive information upon their application being accepted to find instructions for virtual events, reminders for preparation work for each event and information to assist in that preparation.

There will be an New State Officer Orientation meeting held immediately following TLTI. During this time, the state officer candidate schedule will be reviewed and there will be time held for questions.

## **INTERVIEWS**

On the first evening of TLTI interviews will be held.

Interviews will be conducted by the SkillsUSA Leadership Team. The interview will focus on your personal commitment to becoming a SkillsUSA state officer and will explore your experience in growth of the Essential Elements of the SkillsUSA Framework.

Candidates will be assessed using a rubric that is focused around the Essential Elements of the SkillsUSA Framework.

\*interview schedules will be shared at a future time.

## *Candidate Process*

### **BUSINESS SESSIONS AND MEET THE CANDIDATE**

During the Tennessee Leadership Training Institute first day events, the campaign and meet the candidate will be held. A full conference schedule, including these sessions, will be released soon.

### **CAMPAIGN POLICIES AND PROCEDURES**

- **Be Professional** – Your campaign should be truthful, positive and spotlight your best self.
- **Be Fair** – Follow all campaign polices.
- **Be Respectful** – Run a positive campaign; other candidates should not be mentioned in any negative light
- **Be Responsible** – Use common sense and good ethics when campaigning and ensure you are a positive representation of SkillsUSA.
- **Be Accountable** – Tell the truth about who you are and how you will serve the SkillsUSA organization as a state officer. Ensure everyone involved in your campaign follows the policies and procedures of campaigning.

### **Campaign Violations**

If you believe a violation of campaign policies and procedures has occurred, please report it via email to [daphne.brown@tbr.edu](mailto:daphne.brown@tbr.edu) Violating campaign policies and procedures may result in disqualification.

### **VOTING**

Voting for state officers will be conducted in the morning of the second day of TLTI.

**Final Vote**

The candidates with the most votes will be assigned to the state officer positions as decided on by the Candidate Screening Committee.

Any unopposed office must receive a majority of the possible votes.

**Contact Information for Questions**

*Daphne.brown@tbr.edu*

## **Section 4: New Officer Announcement and Post-TLTI Information**

The 2023-24 SkillsUSA Tennessee Post-Secondary State Officers will be announced during the TLTI recognition ceremony.

\*Post-election meeting information will be shared at a future time.