

# SO YOU WANT TO BE A STATE SkillsUSA OFFICER

## Qualifications

It is an honor and a great responsibility to be a SkillsUSA State Officer. Once elected, there are high standards that you must meet and uphold. You will travel, meet people, have new experiences, work hard and have a lot of fun!! It will be a year you will never forget.

There are eleven State Officer positions: President, Secretary, Treasurer, Parliamentarian, Reporter, and six Area Vice-Presidents. You must meet certain qualifications to hold any one of these state offices. The qualifications are:

- Maintain a good standing in home school/technical school (passing grades, excellent attendance & behavior)
- Have an active membership status and be familiar with the SkillsUSA organization, philosophy, purposes, symbolism and Professional Development Program.
- Have at least one full year remaining in a secondary preparatory vocational education program.
- Have the endorsement and financial support of your local chapter.
- Be enrolled in a preparatory vocational educational program during tenure of office.
- Have an occupational objective in the occupation and this must be a matter of record.
- Be available to represent the State Organization through personal appearances during tenure in office.
- File candidacy for office with the State Coordinator, not later than 45 days prior to the date of the Annual State Conference or a date one week before the scheduled screening which ever is earlier. (SkillsUSA-VICA New York Constitution, Article VI, Section 2) (Area Vice-Presidents file according to Area Constitution and By-Laws).
- Will be prepared to fulfill the following assignments:

### **New York State Officer Assignments**

This is a partial list of assignments that you will have as a state officer. You are to work with your advisor to insure that all assignments are complete by the due dates. If you are not able to complete the assignment you must notify the Team Manager as soon as possible.

If you are going to be either absent from or late to a required meeting you must notify both the Team Manger and the State Coordinator.

### **National Leadership Conference (Optional) – *Your school's expense***

The New York State Team Manager(s) will act as the coordinator of the New York Delegation. You advisor will be assigned to act as a delegation chaperone for two 3-4 hour shifts. The Team Manager(s) will assign these shifts.

You will be acting as one of New York's Official Delegates to the National Delegation. Social Etiquette will be stressed. Student Delegates will be required to eat both breakfast and lunch with the delegation each day at your own expenses (advisors are on their own).

State officers will be asked to introduce themselves to the New York Delegation at the New York mandatory meeting. (One-minute introductions including name, sponsoring school, vocational/technical program, advisor name, and brief personal statement.)

### **Late Summer Meeting (Required)**

This meeting will be over three days. You will be required to stay with the officer team.

You will need to bring the following with you:

1. Resume
2. Two minute speech on the SkillsUSA organization

You will be asked to:

1. Recite your part in the opening ceremony
2. Perform the opening ceremony
3. Present your two-minute speech on SkillsUSA

Parliamentary Procedure will be reviewed along with proper social etiquette.

### **Washington Leadership Training Institute - State President/One State Officer (selection process)**

This is a National SkillsUSA Leadership program with Advocacy as the theme. State Representatives will meet with the States' Senators/staff and Congressional leaders to advocate for Career and Technical Education and Career and Technical Student Organizations.

A screening assignment must be submitted to the State Coordinator to qualify the officers for this training. They will also have to make appointments with their/advisors Representative and the New York State Senators.

The tuition and hotel package for the state president and their advisor and one selected state officer and their advisor will be provided. The school will be responsible for transportation and incidental meals.

### **Officer Training –LDA (Required) - Site TBA – Columbus Day Holiday**

At this meeting you will be expected to bring the required clothing you must have as a state officer so that it can be checked for proper fit. Gentlemen will be required to have two white dress shirts, black dress pants, black socks, and black tie along with the official SkillsUSA Blazer. Ladies will be required to have a black dress skirt, white blouse, black pumps, and black flats along with the official SkillsUSA Blazer. Both men and ladies will need a pair of black Dockers for casual days.

You will need to bring the following with you:

1. Two (2) Invocations
2. Introductions (Each officer will introduce the person next to their office)
  - a. President – State Coordinator
  - b. Secretary – Chairperson of the Board of Trustees
  - c. Treasurer – State Financial Officer
  - d. Reporter – Skills Coordinator
  - e. Parliamentarian – Conference Manager
  - f. Area Vice Presidents – Advisor and Administrative Trustees from your area
3. Parliamentary Procedure Workshop for the Fall Conference – 20 minutes
4. Workshop for the Fall Conference – 20 minutes

You will be asked to:

- Recite your part in the opening ceremony
- Practice the opening ceremony
- Perform the opening ceremony
- Give one of your invocations
- Complete your Statesmanship Test
- Give your assigned Introduction
- Work on revising your Parliamentary Procedure Workshop
- Work on revising your Workshop

### **Fall Leadership Conference (Required)**

You will need to bring the following with you:

- a. Two (2) Invocations
- b. Introductions
- c. Finalized Parliamentary Procedure Workshop for the Fall Conference - 75 copies
- d. Finalized Workshop for Conference – 75 copies

You will be asked to:

1. Recite your part in the opening ceremony
2. Practice the Opening Ceremony
3. Perform the Opening Ceremony at the Opening Session
4. Give one of your invocations
5. Give your assigned introduction
6. Act as an Associate Team Leader
7. Give your Parliamentary Procedure Workshop in your assigned team
8. Give your assigned workshop
9. Act as a Statesman Tester in your assigned team

### **February Planning – Syracuse (Required)**

You will be asked to:

1. Work with State Officer Candidates
2. Act on the Officer Screening Committee (one-two selected from the team)
3. Develop Assignments for the House of Delegates at the Spring Conference (either Committee work or Charges to Debate)
4. Prepare for officer elections in the House of Delegates
5. Prepare to work in teams on the floor of the State Skills Competitions
6. Prepare for the State Leadership Conference Opening and Closing Ceremonies
  - a. State President will have a three minute farewell speech

Prepare for installation of officers.

### **State Leadership and Skills Conference – Syracuse, New York (Required)**

You will be asked to:

1. Perform the Opening Ceremony at the Opening Session
2. Introduce the dignitaries at the Opening Session
3. Work on the election of new officers in the House of Delegates
4. Work on the Skills Competitions floor to thank judges and chairpersons
5. Facilitate committee work in the House of Delegates
6. President will give a short farewell address at the Closing Ceremony
7. Help in awarding medallions and trophies

In addition to the listed assignments, the state officers will work at the request of the Board of Trustees, State Directors, and State Coordinator to promote SkillsUSA New York. You may be asked to attend State Education Department Regional meetings, New York State Legislature meetings, or assignments given throughout the year.

Each state officer is expected to give a minimum of two presentations to Boards of Education, civic groups, or parent groups about the merits of membership in SkillsUSA New York. You will schedule one of these meetings before January 1<sup>st</sup> and the second before April 1<sup>st</sup>.

Area Vice Presidents are to hold at least two area meetings and prepare an area newsletter - one issue is to be distributed by the first week in October, the second by the first week in January, the third is distributed after your skills competitions. A copy of each of your newsletters is to be sent to the State Reporter and a copy to the State Coordinator.

The NYS Reporter will post to the website an issues of the *NYS VICARIOUS* prior to the Fall Leadership and the State Spring Conferences.

Pass a written screening test (65) and personal interview. All questions will be taken from the Student Handbook and NYS Statesman testing questions.

Lead by example. Everything you write, do or say reflects your ability to perform as an officer.

Be ready to present your ideas so that others will be interested in you and work for SkillsUSA New York.

If elected, know that you are **not eligible to compete in the NYS or National Skills Competitions** for the year of your service (**if you should resign as a State Officer, you will not be eligible to compete for the year that you would have served as a State Officer**).

### APPLICATION PROCESS

State Officer Candidate Form is posted on the SkillsUSA New York web site. The following people, from whom you need cooperation, must sign your application and agree to certain provisions:

1. Your parent or guardian
2. Your Vocational Principal or Director
3. Your School Administrator (Home school sending students to BOCES)
4. Your Advisor
5. Yourself

### SCREENING

Screening for President, Secretary, Treasurer, Parliamentarian, and Reporter will be conducted only at the Planning Conference for the spring state conference by a screening committee. The Screening committee will include the SkillsUSANew York President, a member of the State Officer Team, the State Officer Team Manager/or Assistant Manager,, the State Coordinator/or designee, a member of the Board of Trustees and two other educators. This committee interviews all applicants for state office that have passed the SkillsUSA Knowledge Test and establish a slate of candidates.

The Screening committee evaluates your knowledge of SkillsUSA history, philosophy, and ritual. It observes your personality and skill in communicating with others. It will also consider your personal appearance. You should be neat and properly dressed. All candidates will wear official SkillsUSA dress.

Immediately after the screening, you will be notified if you will be a candidate for state office. Only three candidates are allowed to run for any one office. This may mean that you will be asked to accept the nomination for an office other than your first choice. Come prepared for such an event.

Vice President elects will attend the office candidate meeting at the SkillsUSA New York State Conference. They will work with the State Officers in setting up the Delegate session and becoming familiar with the role that they will play during the conference.

### **CAMPAIGNING**

As a candidate, you must choose a campaign manager who will run your campaign. Both the candidate and campaign manager must be a delegate from your school in order to get on the delegate floor. Your manager must see that the Campaign Committee from your school conducts a fair and honest campaign effort. He or she must make sure that your committee abides by the rules set forth by the State Campaign Committee. Your campaign manager will introduce you at the House of Delegate business meetings at the State Conference. The nominating and introduction speeches should be planned for a maximum of four minutes.

Campaign materials for a state office and national delegate office cannot exceed \$200.00 total (not \$200.00 per campaign). This includes the actual cost of donated items if they were to be purchased. The campaign manager must turn in, at the state of the first delegate session, all receipts of the campaign materials used along with an itemization sheet of materials and total expenses. Donated items need a letter of verification from persons who donate the items with current prices. Allowable prices for copied materials can be more than, but no less than:

- \$.03 for black ink on white paper per sheet
- \$.05 for black ink on colored paper per sheet
- \$.10 for color copy on colored paper per sheet

### **ELECTIONS**

The election of State Officers takes place at the Spring State Leadership Conference. Only official delegates vote for State Officers. Each chapter in good standing is entitled to voting delegates. The number of voting delegates is determined by the number of chapter members. Delegates are apportioned in the following manner:

“Each local club is entitled to two delegates to the State Conference for the first 50 members, plus 1 per every greater portion of 25 members.”

These delegates will cast ballots in the House of Delegates meeting after hearing your campaign speech and reading your literature. Any questions that the delegates would like candidates to answer must be submitted in writing before the end of the morning session when the candidate speeches are given. Each candidate of that office will be asked the same questions in the afternoon session of that day. Questions will be reviewed by a committee during the recess for appropriateness.

Also, plan on spending time in your area, visiting schools and appearing at functions when called upon to do so. This is one of the most important duties of a State Officer.

**The President must also attend each SkillsUSA New York Trustee Meeting as a board member.**

