

# STATE OFFICER HANDBOOK 2018-19

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This information is to help the candidate and advisor understand the duties of a State Officer.

The SkillsUSA Leadership Handbook contains most of the information that an officer will need and use throughout their term in office. As a Candidate, you should familiarize yourself with its content.

The Candidate Acceptance Letter is our way of knowing that if elected to an office, you understand your duties and accept your commitment to New York SkillsUSA and your office. This letter must be turned in to the State Officer Managers at the first Delegate meeting after the opening of the State Conference.



Dear Candidate for SkillsUSA New York State Officer for 2018-2019,

Congratulations! You are now a candidate for SkillsUSA New York State Officer. During the campaign, you are going to experience new responsibilities and assume leadership roles. Very few people have the opportunity to grow and learn, as you will during this campaign. If your first campaign will be for Vice President, then we wish you luck with your campaign.

As a Candidate for SkillsUSA New York State Officer, you will bring your own style of leadership as you move forward toward being a State Officer. Part of this is campaigning. I have enclosed a copy of the Campaign rules.

The following dates are mandatory should you win an office. Please be prepared to attend these events:

- July 24-27, 2018- Officer Training, Double Tree Hotel Binghamton, NY
- November 2-6, 2018- Fall Leadership Conference, Albany, NY
- February 1-2, 2019- Officer screening and training Genesee Hotel Syracuse, NY
- April 24-26, 2019 - State Conference, Syracuse, NY

Please note:

This year at the National Conference in Louisville, KY, there will be a special training for new State Officers and their Advisors. We are hoping that some new officers can find the time to attend this training. It will require going to Louisville, KY three days earlier than the rest of the delegation to receive this training. You would have to leave NY on the evening of June 22, 2018 to take part in the training from June 23-25, 2018. If you were elected as a National Delegate, you would then take part in the rest of the Conference on June 26-29, 2018. Being a National Delegate and attending this training is not funded by New York State SkillsUSA. Please talk this over with your advisor, parents and others. If you are interested, please contact me and I will provide greater detail. We do pay for the training and their room.

On behalf of the 12,000 plus New York State members, we wish you a very successful campaign as a candidate for SkillsUSA New York State Officer. I personally wish everyone the best in their quest for a State Office.

Sincerely:

Bruce Potter  
NYS State Director

## Candidate's Responsibilities

As a Candidate for SkillsUSA New York state office, if elected, the membership will entrust the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities.

Duty is defined as, "the conduct, obedience, loyalty, and submission required of an officer."

Responsibility is "the reliability and moral accountability for duties expected of an officer."

Together, duty and responsibility convey the conduct and performance appropriate to all SkillsUSA New York state officers.

Regardless of which office you hold, your duties and responsibilities as a SkillsUSA New York state officer obligate you to do the following:

- Understand the mission and goals of SkillsUSA New York.
- Understand the SkillsUSA New York by-laws
- Understand the SkillsUSA Creed and know it from memory and can recite it.
- Be familiar with the organizational structure and policies of SkillsUSA New York.
- Understand and correctly use Parliamentary Procedure.
- Memorize appropriate ceremonies and rituals.
- Attend all meetings.
- Be prepared to conduct organization and state meetings.
- Be prepared to serve as a speaker.
- Be loyal to SkillsUSA New York.
- Assist other officers to accomplish their tasks.
- Practice good speaking and writing skills as you represent the state association.
- Be helpful, respectful, and responsible to all people.
- Must have active membership status.
- Must have endorsement of local chapter, Instructor, Administrator and Parents.
- Must have at least one full year remaining as an active member.
- Must be available to represent the state through personal appearances during tenure of office.
- Must present a speech.
- All elected state officers are required to attend the SkillsUSA New York summer officer training.
- All elected officers are required to attend the activities that are listed on the Candidate Agreement Form.

## ***Responsibilities of a SkillsUSA New York State Officer Local Advisor***

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

- Ensure their officer receives communication from the state office.
- Ensure their officer responds in a timely manner to all requested materials or information.
- Ensure their officer attends all called meetings and activities.
- Ensure 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 state officer managers.
- 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.
- Serve as a chaperone on state officer trips.
- 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 SkillsUSA NY
- Assist in planning and leading a group at Fall Leadership along with State Officers.

## ***New York State Officer Code of Conduct***

It is the responsibility of all SkillsUSA New York state officers to conduct themselves in a professional, businesslike manner at all times.

1. All officers are expected to attend and be **on time** to all meetings and events during the year.
2. All officers shall behave in a courteous and respectful manner; refrain from language and actions that might bring discredit upon them, their school, and their families or upon SkillsUSA New York.
3. Conduct that is not conducive to a business environment will not be allowed. Such conduct includes, but is not limited to, actions disrupting a business-like atmosphere, association with non-conference individuals or activities that endanger self or others.
4. At any function sponsored by SkillsUSA New York, all officers, participants and guests shall abide by the dress code.
5. There shall be no defacing of public property. The individual(s) responsible must pay any damages to the property or furnishings in the hotel room or building.
6. If male and female officers visit each other in their hotel rooms at any time, the door must be open. These visits must have prior approval of the state director or leadership team and an advisor must be present during these visits.
7. All officers will be in their own rooms by designated curfew and will not leave the room after curfew. Advisors will always do one or more room checks, following curfew. Officers may expect the advisor to also follow up with a phone call check at any hour following curfew.
8. Officers shall keep the state director and state officer managers informed of their activities and whereabouts AT ALL TIMES. Accidents, injuries or illnesses must be reported to the state director when they occur.
9. Officers must always travel with a group (never alone) and should not go into hotel stairwells alone, areas that are poorly lit, or areas that have light pedestrian traffic.
10. Officers shall not possess alcoholic beverages, narcotics or firearms in any form, at any time, under any circumstances.
11. Use of tobacco products is prohibited for all officers.
12. Officers of SkillsUSA New York are prohibited from posting inappropriate or offensive materials on the Internet (Myspace, Facebook, twitter, Instagram, and YouTube). If inappropriate or offensive materials are found to exist, the officer will be asked to remove the material.

## **Campaign Material and Campaigning**

The total cost of the campaign expenses for State officer candidates cannot exceed **\$200**. This includes any items that are donated, purchased, or borrowed using fair market value

### **Itemized Statement of Candidates Campaign Material must be kept.**

If asked you must be able to produce a listing of items with description, amounts and costs.

1. No campaigning should take place prior to the State Conference, except for campaigning for your Area Vice President's Office
2. After the Opening Ceremony, Officer candidates will have the opportunity to campaign at the State Leadership and Skills Conference. Campaign material may include posters, displays and literature that you wish to share. Three-sided display boards can be very effective in presenting your ideas. You will be responsible for providing your own easel, if one is needed. Your Chapter Advisor and Campaign Manager may help you set up your materials. Your Campaign Manager does not necessarily have to be a voting delegate.
3. No campaign material shall be attached to the walls or other property of the conference facility.
4. Time will be provided for delegates to "meet the candidates."
5. Business sessions are reserved for campaign speeches and election of officers.
6. Local chapters are expected to encourage and observe good taste in the promotion of their candidates, so as not to disrupt any planned event of the conference. Because the "public eye" focuses on this event annually, it is necessary that delegates reflect the conduct expected and desired in "putting our best foot forward."
7. With respect for anti-litter concerns and cost to individuals and local chapters, campaign materials should be held to a minimum. Personal contact and the organization of a campaign develop leadership abilities in a candidate to a greater degree than give-away gimmicks. Food (including candy) and/or beverage are prohibited in the campaign area and are not allowed as part of a campaign display.
8. It is the responsibility of each officer candidate to see that all campaign material is picked up and removed. No campaign material will be allowed in the election session.
9. It is the responsibility of the state officer candidate to ensure that campaign areas are kept neat and that promotional items do not cause litter problems. If materials are found in disorder or on the floor, then the problem will be addressed with the candidate and their chapter advisor.
10. There will be NO campaigning after curfew.

## Outline of Office Duties

Consult the *SkillsUSA Leadership Handbook* for a complete list of official duties for each office.

### 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 member's 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

### Area Vice President:

- 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.
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### 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.

### 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).

**Reporter:**

- Promotes news about the chapter before the public.
- Is able to 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.

**Parliamentarian:**

- Acts as 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.

**Historian:**

- It is the duty of the historian to keep a record or history of the club’s activities and achievements during the year.
- This person should take pictures at projects, socials, and special events.
- It is recommended that this individual oversee preparing award nominations.
- The historian should be compiling records of events all year long.