



SkillsUSA

NEW YORK

**State Officer Candidate
Handbook**





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This handbook is designed to help both the candidates and their advisor understand the expectations, responsibilities, and opportunities that come with serving as a State Officer.

The SkillsUSA Leadership Handbook will be your go-to resource throughout your term of office. It outlines the essential knowledge, structure, and values that define strong leadership within our organization. As a candidate, it's your responsibility to become familiar with its contents—it's not just a tool, it's your foundation for success.

Included in this packet is the State Officer Contract. This confirms that you understand the responsibilities of the role and are fully committed to representing New York SkillsUSA with professionalism, dedication, and integrity. This contract must be signed and submitted to the State Director with the application.

Your journey as a State Officer begins now. Show us you're ready to lead.



Letter from State Director

Dear Candidate for SkillsUSA New York State Officer;

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 I 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:

May 30th - June 6th, 2026 - National Conference Atlanta, GA

July 20th-23rd, 2026 - Officer Training, Albany, NY Desmond Hotel

September, 2026 - WLTI, Washington DC

October 9th - 11th, 2026 - Region I Conference (Optional)

October 30th - November 3rd, 2026 - Fall Leadership Conference, Albany, NY Desmond Hotel

March, 2027 - Officer Training, Syracuse, NY

April 27th- 30th, 2027 - State Conference, Syracuse, NY

Please note:

At the National Conference in Atlanta, GA, the new State Officers will attend Leverage training and their Advisors will receive training during this time. It will require going to Atlanta, GA three days earlier than the rest of the delegation to receive this training. You will have to leave NY on May 29th, 2026 to take part in the training from May 30th - June 1st, 2026. As a National Delegate, you will represent the 13,000 plus New York State members during the Delegate session from June 2nd-5th, 2026. I wish you a very successful campaign as a candidate for SkillsUSA New York State Officer.

Sincerely:

Midge McCloskey
NYS State Director

Candidate's Responsibilities

As a candidate for a SkillsUSA New York state position, if you are elected, you and your fellow officers will be entrusted with the leadership of the organization by the membership. Accepting this honor brings with it certain obligations and duties. Duty is characterized as "the conduct, obedience, loyalty, and submission expected of an officer." Responsibility, on the other hand, refers to "the reliability and moral accountability associated with the duties expected of an officer." Together, these concepts represent the behavior and performance expected from all SkillsUSA New York state officers. No matter which position you occupy, your responsibilities as a SkillsUSA New York state officer require you to undertake the following:

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.
- 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 both on zoom and in person.
- 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 cleaned and pressed SkillsUSA Official attire for all events.
- 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 campaign speech and also address the NYS SkillsUSA Delegation
- All elected state officers are required to attend the following events National Leadership Conference, SkillsUSA New York Summer Leadership, WLTI, Fall Leadership, Area Conferences, March Planning Meeting and Spring Conference.

New York State Officer Code of Conduct

All SkillsUSA New York state officers are expected to consistently behave in a professional and businesslike manner at all times.

1. All officers are expected to attend and be on time to all meetings, zooms 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. Clothes should be pressed and appropriate for a business meeting.
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. 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.
7. 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.
8. 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.
9. Officers shall not possess alcoholic beverages, narcotics, firearms, tobacco/vape products in any form, at any time, under any circumstances.
10. Officers of SkillsUSA New York are prohibited from posting inappropriate or offensive materials on Social Media (Facebook, X, 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 \$250.**

This includes any items that are donated, purchased, or borrowed using fair market value

Itemized Statement of Candidates Campaign Material must be kept and turned into State Officer Managers at the NYS Spring Delegate Session.

1. No campaigning should take place prior to the State Conference, except for campaigning at your Area Conference for the Area Vice President position.
2. During the Delegate Session, 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 candidate, 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. 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.
11. Officer Candidates and newly elected Vice Presidents are required to address the delegates at the Spring Conference.
12. During the delegate session, candidates will take the PDT Test and have their official ballot photo taken.

Outline of Office Duties

President:

- Demonstrate the ability to follow the SkillsUSA Framework and put it into action.
- Knows what work must be done.
- 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.
- Prepare and present quarterly board report.
- Prepare and submit monthly officer report to State Secretary.

Area Vice President:

- First assistant to 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.
- 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.
- Prepare and submit monthly officer report to State Secretary.

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.
- Keep the final copy of the chapter's calendar of activities.
- Prepare and submit monthly officer report.
- Collect monthly officer reports and submit to State Officer Team Managers.

Treasurer:

- Keeps the record of the chapter funds.
- Maintains accurate records of income and expenses.
- Makes a complete inventory of the state officer team supplies, equipment, books and other materials with the assistance of the officer advisors. Submit inventory to the State Director.
- Assist the NYS CFO at Fall Leadership.
- Knows all the regulations about handling the finances as determined by the constitution or by-laws and school policy.
- Issues and maintains records of receipts.
- Prepare and submit monthly officer report to State Secretary.

Reporter:

- Promotes news about the state to the chapters.
- Develops news stories on state activities.
- Takes photos and videos of SkillsUSA NY events to promote to local media.
- Prepare and submit monthly officer report to State Secretary.

Parliamentarian:

- Follows the meeting agenda to ensure the meeting is run according to the rules.
- When needed helps the president lead a fair and efficient meeting.
- Has a working knowledge of parliamentary procedure, has a working knowledge of Robert's Rules of Order.
- Helps the members learn basic parliamentary procedure in order to productively engage in meetings.
- Prepare and submit monthly officer report to State Secretary.

Historian:

- It is the duty of the historian to keep a record or history of the state's activities and achievements during the year.
- Assists state director with conference presentations.
- The historian should be compiling records of year long events.
- Prepare and send out End of Year report on activities of SkillsUSA New York.
- Prepare and submit monthly officer report to State Secretary.

Officer at Large:

- Assist as assigned to include Community Service, Alumni Engagement and Social Committee activities from state director and state officer team managers.
- Be prepared to fulfill the roles of absentee state officers.
- Prepare and submit monthly officer report to State Secretary.