

State Executive Council Candidacy

Application for State Office

The success of the SkillsUSA Massachusetts Program of Work for any SkillsUSA year depends largely upon the strength of its student officers. Strong student officers begin with high quality candidates and the local selection process is key in assuring the quality of the candidates.

Characteristics of a Successful State Officer

Successful state officers are **dependable, punctual, realistic, Cooperative, enthusiastic, friendly, self-confident, and loyal.**

Benefits and Opportunities available to State Officers

- Bring positive recognition to yourself, school, community and state
- Develop a spirit of enthusiasm, pride in yourself and vocational technical education
- Develop the ability to plan, organize and execute a full schedule of activities
- Develop self-confidence and poise
- Opportunities to come in close contact with leaders in business and industry while working together for the benefit of vocational technical education
- Opportunities to develop your leadership potential
- Opportunities to travel

Responsibilities Associated with becoming a State Officer

- Work as part of a team of students who are charged with the responsibility of the SkillsUSA Program of Work
- Carry out the duties of elected office
- Develop workshops and presentations to be given at conferences and state functions
- Represent more than 25,000 SkillsUSA Massachusetts members statewide

Required Attendance for State Officers

- State Executive Council Meetings (Monthly)
- State Officer Training (Summer: one week, all expenses paid)
- Fall State Leadership Conference for Workplace Readiness (November: all expenses paid)
- District and State Leadership & Skills Conference(s) (Winter and Spring: all expenses paid)
- National Leadership & Skills Conference (June: Expenses paid for state officers, not paid for officer elects)
- Washington Leadership Training Institute (Late Summer: all expenses paid if funds are available)

The Election Procedure for SkillsUSA Massachusetts State Officers

There will be testing and an interview for all prospective candidates at the District Conference. Candidates should prepare for the test by studying the SkillsUSA Handbook. Know who is who, the organizational structure and all other important information, as described in Levels 1 and 2 of the SkillsUSA Professional Development Program. In addition, all candidates must submit four letters of recommendation with their application (See Form soc4). All candidates

chosen at districts will then proceed to the State Leadership and Skills Conference.

At the State Conference, those chosen will be expected to present a two minute prepared speech discussing why they want to become a state officer, answer questions posted by the house of delegates, campaign, as well as answer a problematic question and give a rebuttal.

Once all questioning has been completed, a general election will be held to designate the new state officers. A slate of officers will be elected and they will not have official titles at this time.

Special Notice Regarding Transportation

All candidates for State SkillsUSA office as well as advisors, administrators and **especially parents/guardians** must be aware that State SkillsUSA officers participate in numerous statewide activities which require travel of an hour or more from home.

The officer team is encouraged to work together to car-pool to/from events, however often times officers will need assistance from parents/guardians or advisors to get to/from events and activities.

All parties concerned must be aware of this aspect of service and be willing to assist the student officer with transportation.

Officer Training Conference

All new state officers must attend the mandatory State Officer Training Conference (OTC). At the end of the week during OTC the officers will choose their titles by means of a secret ballot.

Candidate Application Deadlines

Please remember, the deadline date for this information to be in the state office is the same as the deadline for District Conference paperwork. Failure to meet this deadline will eliminate any candidate. All candidates for state SkillsUSA office must have a minimum GPA of 2.0 or a C average in every class, academic and trade to be eligible to run for office. Please refer to the *High School Division Constitution and Bylaws* for further information regarding eligibility.

Copy the next two pages and give them to the State Officer Candidate. Upon completion **please** check to be sure that **all** information has been filled out properly and legibly before submitting the application.

Good luck to all candidates and thank you for your interest in SkillsUSA.

SkillsUSA Massachusetts

The State Officer Election Procedure was developed by the 1983–84 State Executive Council and amended at the 1994 State Leadership Conference.

State Officer Candidate Information

Form SOC3

Please Print Neatly or Type

Candidate Information

Full Name _____

SkillsUSA Office Held _____

Birth Date (month/day/year) ____/____/____ Social Security Number ____-____-____

Present Year in School (circle one) 9 10 11 12

Home Address _____

City, State and Zip _____

Parent(s)/Name(s) _____

Home Telephone Number (____) ____-____

School Information

School Name _____

School Address _____

City, State and Zip _____

School Telephone Number (____) ____-____

Superintendent Director _____

Trade Area _____

Shop Instructor _____

Chapter SkillsUSA Advisor _____

Emergency Contact

If there is an emergency, whom should we contact:

Name _____ Relationship _____

Home Telephone (____) ____-____ Work Phone (____) ____-____

Name of Family Doctor _____ Telephone (____) ____-____

Medical Insurance Company _____

Policy Number _____ Membership Number _____

Officer Candidate - Local Confirmation

Form SOC4

Officer Candidate

I understand the responsibilities of SkillsUSA state office and, if elected, I will attend all meetings and activities necessary for the successful fulfillment of my duties, including community service events and other weekend activities

Signature of Applicant

Parent/Guardian

I approve of my son/daughter/ward applying for a state SkillsUSA office and agree that he/she will be able to spend the time necessary to carry out the duties of the office. I also agree that my son/daughter/ward will have the necessary transportation to and from events and activities

Signature of Parent/Guardian

Chapter Advisor

I have reviewed this application with the candidate and I recommend him/her for state office. I am satisfied that the applicant understands the duties and responsibilities of state office. I also agree that the candidate will have the necessary transportation to and from events and activities

Signature of Chapter Advisor

Superintendent Director

Having reviewed this application with the candidate, I am familiar with the duties and responsibilities associated with state SkillsUSA office. I approve of this applicant running for state office and, if elected, agree that based on passing grades, he/she will be able to spend the time necessary and have the transportation and supervision required to carry on the duties of the office.

Signature of Superintendent Director

Please submit forms SOC3 and SOC4 and the required four letters of recommendation from the following:

- Superintendent Director
- Section SkillsUSA Advisor or Employer
- Chapter SkillsUSA Advisor
- Chapter President

Please mail all information to:

State Officer Candidate Application
c/o SkillsUSA Massachusetts
250 Foundry Street
South Easton, MA 02375