



Thank you for considering candidacy for the SkillsUSA MNTC Officer Team! This is an excellent opportunity to develop your leadership skills and the professionalism essential for a successful career. **Please read the entire packet before applying online. Online applications are due by September 11, 2020.**

Officer Application Process

1. Each candidate will be required to fill out an online application at <https://forms.gle/MVM4ZuAvqiuMNUtP8>.
 - a. Applications will be carefully reviewed for accuracy and completeness. Spelling and grammar are important!
 - b. **Applications are due by Friday, September 10, 2021.**
2. Applicant names will be sent to their teachers for teacher recommendation.
3. Selected candidates will be required to complete an interview with an MNTC staff member during the week of September 13, 2021.
 - a. Interview times will be emailed to applicants. Please be watching your emails!
4. Selected candidates will be required to complete/sign a code of conduct (attached).
5. Please review the officer descriptions on the next few pages to determine which office you would like to apply.

SkillsUSA has a rich history of tradition. As an officer, you will be required to memorize and recite the pledge and motto. It is highly encouraged that you have a good understanding of these BEFORE your interview.

MOTTO

Preparing for leadership in the world of work

PLEDGE

Upon my honor, I pledge:

To prepare myself by diligent study and ardent practice to become a worker whose services will be recognized as honorable by my employer and fellow workers.

To base my expectations of reward upon the solid foundation of service.

To honor and respect my vocation in such a way as to bring repute to myself.

And further, to spare no effort in upholding the ideals of SkillsUSA

Code of Conduct

Please initial beside each item and sign and date at the bottom

- _____ 1. I will maintain a cooperative attitude and respect the thoughts and ideas of each member of the team.
- _____ 2. I will forego the use of all alcohol, tobacco (including electronic cigarettes), and non-prescriptive drugs while involved in any official or unofficial activity which represents SkillsUSA.
- _____ 3. I will maintain proper cleanliness and personal grooming at all times.
- _____ 4. I will use proper grammar in speeches and informal conversations.
- _____ 5. I will avoid participating in and actively discourage any conversation, which belittles or downgrades any SkillsUSA member, Officer Team member, SkillsUSA Advisors, or SkillsUSA Director.
- _____ 6. I will keep myself up-to-date on current events.
- _____ 7. I will maintain acceptable grades and attendance in home high school and tech program to ensure my ability to participate in officer activities.
- _____ 8. I will be willing to act as a POSITIVE role model at my home high school and technology center by refusing to participate in conversations that degrade students and teachers.
- _____ 9. I will avoid language, behavior, places, or activities, which in any way would raise questions related to my moral character or conduct.
- _____ 10. All posts on Social Media sites must not be offensive, vulgar, or promote any activity that is prohibited in the District Officer Code of Conduct.
- _____ 11. As a State SkillsUSA Officer, I must attend all meetings and activities deemed necessary by the SkillsUSA Advisor.

I understand that any failure on my behalf to comply with ANY of the above stated guidelines may result in my immediate dismissal from office.

Signature of Student (Please type your name on above line)

Date

Signature of Teacher (Please type your name on above line)

Date

SkillsUSA Officer Positions and Duties:

President

- Possesses good leadership qualities
- Must be able to work with people and encourage them to work for the chapter's benefit
- Communicates with the officers to determine what needs to be included on the SkillsUSA Officer Meeting agenda, and also for SkillsUSA Membership Meetings
- Presides over meetings, making sure they begin on time and follow the order of business as set forth on the agenda
- Understands matters being discussed in meetings and the possible effects of his/her recommendation
- Conducts meetings following parliamentary procedure and allows ample time for discussion
- Keeps informed of committees and their projects
- Knows what work needs to be done for the chapter and when to delegate

Vice President

- Assists the President
- Presides at meetings and other functions when the President is unable to be in attendance
- Must be well informed of the SkillsUSA Chapter projects and activities
- Helps with Meeting planning (guest speakers, activities) and also assists committee chairs when they have questions about the follow through of projects (transportation needs, Purchase Orders needed) working with CTSO Coordinator and Committee Advisors
- Works with all officers making sure they have the essentials to carry out their duties

Secretary

- Keeps all chapter records for the year (minutes, recommendations, other information...)
- With the President, sets a tentative agenda of each meeting several days in advance (also works with the CTSO Coordinator)
- Advises the President during the meeting about the agenda
- Keeps minutes of each meeting in a notebook, also including a list of the membership and calendar
- Includes in the minutes: the name of the chapter; the kind or purpose of the meeting; the date, time & place; the name of the presiding officer, etc.
- Counts votes
- Asks questions if unsure of spelling of names, or about the wording of a motion or its outcomes
- At each meeting, reads minutes of previous meeting – keeps the official records of chapter business
- Takes care of chapter correspondence and reads all communications directed to the chapter
- Strives to develop skills, including listening, interpreting issues, taking notes and reporting accurately

Treasurer

- Keeps the record of chapter funds
- Records approved expenditures
- Maintain accurate records of income & expenses
- Maintains treasurer's book
- Collects, records and deposits funds promptly (with CTSO Coordinator or instructor)
- Keeps records in accord with the Finance Office at MNTC

Reporter/Public Relations

- Gets news about the chapter before the public (works with MNTC Marketing)
- Gives information or stories to MNTC Marketing for publication
- Includes the Who, What, When, Why & How for new stories
- Solicits news worthy stories and information from SkillsUSA members
- Gathers information about contest news for publicity
- May use bulletin boards to display SkillsUSA News
- Works with Public Relations Committee

Parliamentarian

- Uses and is familiar with Robert's Rules of Order as a reference for meetings
- Consults the President and the other officers on procedural matters
- Gains confidence of officers, since the Parliamentarian may be called upon to settle controversial matters
- Calls attention to errors in procedures – President enforces the rulings
- Duty is to keep meetings flowing based on parliamentary procedure

Historian

- Collects items to be used in a scrapbook noting activities for the year
- May develop a prezi presentation highlighting the school year's activities of the SkillsUSA chapter
- Talks with SkillsUSA advisors, letting them know what items & information to keep for the Historian to use in compiling the history of the year
- Works with the Reporter/Public Relations in developing news items highlighting our SkillsUSA activities

Chaplain

- Provides Inspiration/encouragement at meetings and activities
- Works on committees

The following positions will not require an interview:

Class Representatives (Do not have to interview for this position)

- Works as a liaison between the officer group and the class Reps' program of study
- Works with the SkillsUSA Advisor/Instructor of his/her program of study to discuss activities and needs for the SkillsUSA chapter
- Informs his/her program of stud of SkillsUSA activities, calendar of events, projects, etc. throughout the school year
- Takes information (ideas, needs, concerns, complaints) from his/her program of study to the officer team for consideration
- May also work on a committee to help accomplish tasks and fulfill the SkillsUSA goals for the year

Committee Members (Do not have to interview for this position)

- Works with others to accomplish tasks and projects for the SkillsUSA chapter
- Is creative and comes up with new and fresh ideas for projects
- Does not feel "creative", but is an extremely hard worker who will make sure tasks are accomplished
- Solicits the help from other SkillsUSA members in accomplishing tasks, e.g. getting the members to bring cans of food for the food drive, signing up members to be a part of a project, etc.
- Enjoys being part of group and being an active participant
- Encourages other group members toward success