

2023-2024 State Officer Guide



Foreword From SkillsUSA

The State Officer Program Guide was created to assist SkillsUSA advisors and members in preparation for state officer candidacy. It provides an overview of the state officer program from beginning (candidacy) to end (completion of year of service).

Each section of the State Officer Program Guide provides information for advisors, members and parents in understanding the expectations of a state officer, as well as clarifying the qualifications, rules and details of candidate events. In addition, we have provided preparation suggestions and resources for state officer candidates.

We hope this all-encompassing resource will aid our stakeholders in better understanding the state officer election process as well as give an insight into the goals and objectives of the state officer program and expectations of the state officers once they are elected.

During the State Leadership and Skills Conference each year, SkillsUSA Texas delegates from across the state elect 7 high school officers to serve as student leaders for the organization – state officers. These student leaders serve in a variety of roles throughout their year of service. As leaders, they serve as communicators, advocates and facilitators.

The state officer team leads our state conferences, including the SkillsUSA Texas Fall Leadership Conference and the SkillsUSA Texas State Leadership and Skills Conference. The state officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career ready.

Being a state officer is one of the personal growth and student leadership experiences within SkillsUSA. The overall programs focus on three key essential elements of the SkillsUSA Framework: Leadership, Communication and Service Orientation.

The skills learned through the state officer program will not only help these student leaders be successful in serving the organization, but the skills will also help them throughout their lives and future careers.

Contact Information for Questions:

State Officer Trainer, Keith Jennings, kejennings@dallasisd.org

State Office: jake@skillsusatx.org or amy@skillsusatx.org or 903-887-4013

Thinking of becoming a Texas State Officer?

Ask yourself the following questions:

- ✓ Can you explain, to a complete stranger (in professional dialogue), the purpose of SkillsUSA? Are you able to convey to others the way your program benefits our society?
- ✓ Will SkillsUSA be your top priority in your school and around the state?
- ✓ Will you be able to miss 10 class days during the school year for SkillsUSA business and still maintain your grade point average?
- ✓ Are you willing to travel across the state for leadership training and promotion of SkillsUSA?
- ✓ Will you be able to attend the SkillsUSA Texas events indicated on the dates of the attached tentative agenda?

If you can answer yes to the above questions, SkillsUSA Texas is looking for you! To apply, please submit the following pages ***to be received*** by the state office no later than **March 20, 2023 by 4:00PM** (Meeting this deadline with complete forms will be the first steps of the process.)

contests@skillsusatx.org

All required pages as one PDF, Incomplete applications will not be accepted.

Application Timeline

- Officer candidate applications received by the filing deadline. Confirmed applicants will be notified of time for testing on zoom by **Thursday March 23, 2023**.
- Officer Screening tests will take place online: **Monday, March 27, 2023**. Headshots confirmed received at contests@skillsusatx.org Failure to upload a high quality headshot photo will disqualify candidates from interviews.
- Top 30 announced by **Wednesday, March 29, 2023** on our website and candidates will get email confirmation.
- Top 30 Officer in person interviews will take place on: Thursday **March 30, 2023 at American Bank Center in Corpus Christi between noon and 5pm** (Interview schedules will be assigned and confirmed via email on file to qualified applicants.)
- Top 15 announced on **March 30, 2023** at 8pm, Opening Session in the Selena Auditorium at ABC.
- Officer Candidate social media and in person campaigning will take place from: Thursday, March 30th at 9pm- Saturday April 1st at 9am (campaign guidelines found in this document)
- Top 15 Candidate speeches and problematics will take place during the Delegate Session on: **March 31st** at 4:00pm in Selena Auditorium at ABC.
- Officer Candidate in person voting will take place from 10:00am – 2:00pm on **April 1, 2023** at ABC
- Officers will be announced at the SkillsUSA Texas Leadership and Skills Conference – Closing Award Session on: **April 1, 2023**

State Officer Job Description

ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school, and college/postsecondary students who are preparing for careers in career and technical education. SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

SUMMARY

The primary role of a SkillsUSA state officer is to serve SkillsUSA at the local and state level to support our organization's mission. Being a state officer means representing more than Texas SkillsUSA student members, as well as the principles and purposes of our organization at all times. In this role, an officer will communicate key organizational information, while also promoting career and technical education. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, and use effective time and stress management strategies.

PREFERRED REQUIREMENTS:

The position requires strong SkillsUSA and CTE experience. Candidates should have had at least one year of SkillsUSA leadership experience, such as being a local or district officer with a willingness to continue their development.

TRAVEL REQUIREMENTS:

State officers must be available to travel for training and events throughout their year of service. After the election, the team will collaborate on availability and establish training dates and times.

ASSIGNMENTS

Throughout the state officers' year of service, they will be engaged in several assignments including Fall Leadership Conference and the SkillsUSA Texas State Leadership and Skills Conference. Additional assignments may include:

- Complete the Career Essentials: Advanced or Adult Learner Course.
- Participation in Leverage.
- Participation in the Washington Leadership Training Institute.
- Participation as a national delegate during the National Leadership and Skills Conference

KEY PROGRAM ESSENTIAL ELEMENTS

The state officers will participate in experiences that touch on all 17 Essential Elements within the SkillsUSA Framework. However, the state officer program will focus primarily on three key Essential Elements: Leadership, Communication and Service Orientation.

Leadership — Influencing the hearts, minds and actions of others. Exhibit the four primary characteristics of high-quality leaders as defined by SkillsUSA: trust, compassion, stability and hope.

Communication — Sending and receiving clear messages. Develop and deliver effective communication about SkillsUSA and career and technical education that is written or oral and targeted at a variety of stakeholder audiences.

Service Orientation — Meeting the needs of internal and external customers. Demonstrate a high level of service to meet the needs of local, district and state stakeholders.

State Officer Screening Process

After developing and fine tuning the officer selection process at state and national levels of SkillsUSA, we have established a well devised method to select our officer candidates. We hope that you have a great experience. Be sure to study the items below to better prepare yourself. State and national officer candidate forms may be found on the SkillsUSA Texas web site.

1. **Written test – 20%** - (narrows to top thirty)

The written test may be given at the District Contest, State Conference or online prior to the oral interview. The test will be administered and proctored by the state office. Each student will be notified in writing or via e-mail as to their position in the top thirty applicants. All written documentation should be completed before taking the written test. Notification will be sent as soon as the written tests are received. However, if you wait to begin the application after you have been notified you may not have enough time to complete the application process and have the completed forms to the state office by the deadline. Questions will cover the qualifications for becoming a State Officer as listed in the By Laws, Article XI, Section A, and the SkillsUSA Leadership Handbook. Format will be: True/False, Multiple Choice or Short Answer.

Tip: Study material should include SkillsUSA Handbook, Robert's Rules of Order, Career Essentials Foundations, SkillsUSA Texas Association Constitution and By-laws, SkillsUSA Texas Web Page.

2. **Oral interview – 30%** - (narrows to top fifteen)

There will be three to five questions asked of each candidate. The same questions will be asked of each candidate. These questions will cover the qualifications for becoming a State Officer as listed in the SkillsUSA Texas By Laws and the SkillsUSA Leadership Handbook.

Tips: Questions may include specific SkillsUSA Texas knowledge (such as material in the written test) or situational questions about state officer roles and responsibilities. This will take place in one room with state officers, district officer and state director or their designee. The impartial adult is in the room to supervise and will have no input in the screening process.

3. **House of delegate vote – 30%**

There will be a two-minute **campaign speech** - No Props allowed, and a **problematic question**. General topic will be given to top 15. *Tip: In your answer state the obvious, what it means to you, and what it means to the organization.*

How are Candidates Chosen?

- 30% House of Delegate Vote – membership vote
- 30 % Oral Interview – student's ability to present themselves to the public and state officer input
- 20% Written Test – student's knowledge – sources SkillsUSA Leadership Handbook, SkillsUSA Texas Constitution, National Constitution, Parliamentary Procedure, Career Essentials Foundations Level 1, SkillsUSA Framework.
- 10% State Officer observations (social behavior, interaction between candidates and students, interactions between candidates and advisors.)
- 10% Written Application – student's ability to prepare written documents, meet deadlines – evaluated by the Executive Director or designee.

Additional Information:

There will be no poster or paper products posted on any building at the annual state conference regarding candidate's campaign. Any other campaign materials should be approved at the time of the oral interview. Receipts are to be presented at this time. (No receipts – no campaign materials) Total cost of campaign materials will not exceed \$100.00. Violation of any of the above will be brought to the attention of the State Executive Director and consequences will be determined at that time. Students that engage in online campaigning with Social Media should abide by the guidelines on the following page. Social Media campaigning will only be allowed during the dates outlined in the Application Timeline.

Assignment of Officer Positions after State Conference

1. **State Officer Training** - Process begins two days prior to regular dates of Summer Leadership Academy. Pre-conference assignments are to be completed and will be used as part of the placement process.
2. **Summer Leadership Training** – Leadership training for all SkillsUSA Texas elected students.
3. Students are evaluated by the State Officer Advisory Team to determine position. The SOAT consists of persons designated by State Director. These individuals' identities will remain anonymous.
4. Pre-conference assignments and State Officer Advisory Team scores are tabulated.
5. Positions are announced and officers are installed during Summer Leadership Academy.

Social Media Campaigning Guidelines

Online campaigning will be allowed for the designated times listed in the Application Timeline.

Candidates should use the hashtag **#TXLSC22StateCandidate** on ALL social media posts to ensure the broadest reach for virtual campaigning. Additionally, the candidate must have Advisor knowledge and approval of EACH social media post prior to posting. Campaign efforts – electronic and otherwise – are ultimately the responsibility of the district officer candidate.

Acceptable campaign formats include: SkillsUSA CONNECT, Instagram, Facebook and Twitter.

Social media tools can be more difficult to monitor than some other campaigning methods, so candidates must be clear with anyone who may be campaigning on their behalf as to campaign policies and procedures. When using social media platforms for campaigning, keep in mind candidates represent their local chapter in every post, photo and comment.

Use the following Social Media Guidelines to ensure a successful campaign:

- Be Professional – Your digital presence, whether posted by yourself or by someone on your behalf, should be truthful, positive, and spotlight your best self.
- Be Fair – Post only during the approved dates/times; No paid advertising.
- Be Respectful – Make only positive campaign posts; other candidates may not be mentioned in your campaign.
- Be Secure – Moderate comments and photos on all platforms and approve/allow only those that are tasteful and meet the social media campaigning guidelines.
- Be Responsible – Use common sense and good ethics when posting; Ensure campaigning is a positive representation of SkillsUSA.
- Be Accountable – Tell the truth about who you are and how you will serve the SkillsUSA organization as a district officer.
- Ensure everyone involved in your campaign follow the policies and procedures of campaigning.

Campaign Violations - If you believe a violation of campaign policies and procedures has occurred, please report it via email to info@skillsusatx.org. Violating campaign policies and procedures may result in disqualification.



State Officer Candidate Application Requirements

These items should be scanned as one digital PDF file in the following order: ALL FORMS SHOULD BE COMPLETED ON THE COMPUTER, TYPED OR PRINTED IN BLACK INK

- Paid invoice showing active membership by February 1st, of the current year.
- Personal Data Form
- State Officer Contract and Code of Conduct
- Internet Code of Conduct
- Letter of endorsement from your SkillsUSA Advisor
- Letter of support for events listed from a school administrator
- Letter of support for events listed from CTE director
- Two letters of recommendation from someone other than those listed above
- Personal Resume
- Current Transcript (does not have to be official)
- 1-2 page personal narrative, less than 500 words (Be sure to include the following as a minimum of your personal statement and your framework story Utilize Framework story creation tools [here](#).
 - ✓ *I want to become a State Officer because...*
 - ✓ *As a State Officer I want to accomplish the following...*
 - ✓ *I like my career and technical trade area because...*
 - ✓ *After I complete my training program, I plan to...*
 - ✓ *The best thing about my instructor is...*
 - ✓ *My long range goal is...*
 - ✓ *SkillsUSA Texas is... (as you would speak to a Business & Industry Partner)*

Which of the following activities have you participated in during your SkillsUSA membership?

- ✓ Activate.
- ✓ Chapter Officer.
- ✓ Fall Leadership Conference (FLC).
- ✓ Washington Leadership Training Institute (WLTi).
- ✓ President's Volunteer Service Award
- State Officer / National Officer Candidate disclaimer
- At any given time or place I will be able to demonstrate knowledge of SkillsUSA as found in the SkillsUSA Leadership Handbook.
- A written exam will be administered as scheduled by the state office. This exam will include knowledge from Career Essentials – Foundations Level 1, SkillsUSA Framework and information found in the SkillsUSA Leadership Handbook.
- Applications must have all requested signatures, all forms completed, and all required documentation before application will be accepted.
- Candidate Headshot
 - ✓ Head and shoulders shot (from chest up) – PORTRAIT (vertical) orientation only
 - ✓ Shoot against a plain, one-color wall, preferably white
 - ✓ Make sure photo is well lit, but try not to have any shadows on the wall, if possible
 - ✓ Wear SkillsUSA Official Dress Attire (wear only acceptable pins on jacket)
 - ✓ Do not use filters of any kind, Smile!

State Officer Events - Requires Parent, Administrator, Advisor Support

1. **National Delegate Meeting** – April - mandatory – immediately following the SkillsUSA Texas Leadership and Skills Conference Awards Ceremony (backstage.)
2. **State Officer Training** – 2 days in April/May/June- mandatory – financed by SkillsUSA Texas.
3. **Summer Leadership** - 5 days in June - mandatory - financed by school district.
4. **NLSC Pre-Conference sessions (Leverage)** - 2 days June prior to NLSC, financed by SkillsUSA Texas.
5. **National SkillsUSA-Championships** - 5 days in June – mandatory - registration fees and hotel paid by SkillsUSA Texas.
6. **Washington Leadership Training Institute** - 4 days in September – registration including hotel and meals financed by SkillsUSA Texas.
7. **District Fall Leadership Conferences** - October/November - mandatory - financed by school district.
8. **District Leadership and Skills Conferences** (for your district) – Spring 2023, mandatory - financed by school district.
9. **CTSO Day and Officer Training** – 2 days in January – mandatory - registration and hotel financed by SkillsUSA Texas.
10. **SkillsUSA Texas Legislative Day** – 3 days in February, mandatory - registration and hotel financed by SkillsUSA Texas.
11. **SkillsUSA Texas Leadership and Skills Conference** and state officer training prior to conference - April 2023 – mandatory - room, registration and some meals financed by SkillsUSA Texas.
12. **Special events** called by the Executive Director.



PERSONAL DATA FORM

Candidate Name:

Age: Student Personal Email:

Date of Birth: Shirt Size: Pant Size: Shoe Size:

School: TX Chapter #:

School Telephone: School Fax:

Career Training Objective:

Enrolled in Program type:

Year in School: Date enrolled: Completion date:

SkillsUSA Advisor: Advisor email:

SkillsUSA Honors (*offices held, awards received, etc.*):

Other Honors (*school, district, community, state & national*):

Favorite hobbies, interests, and activities:

Names of local newspaper and radio, TV stations (*need both names and addresses*):

1.

2.

Parent/Guardian Name:

Address:

City, State, Zip Code:

Phone: Parent email:

Occupation: Cell phone:

Do you have any social media accounts? List ALL that apply (*Facebook, Twitter, Instagram, any account where you would post information about SkillsUSA.*):

Names of individuals and addresses who should receive copies of correspondence (*Please include your advisor.*):

1.

2.

3.

4.

State Officer / National Officer Candidate Disclaimer

I, _____ understand that when I choose to run for both national and state office I may be selected for both state office and national officer candidate. Should this occur I prefer the following:

Please select one statement:

- I will remain as a state officer for the 2023 - 2024 school year and forfeit running for a national office for the 2022 - 2023 school year.

- I will forfeit my state office and continue to pursue a national office as a national officer candidate for the 2023 - 2024 school year.

Candidate Name (Typed or Printed)

Signature of Candidate

Date

I have read and I understand the SkillsUSA, Texas Association State Officer / National Officer Candidate disclaimer. I agree to support the guidelines and the above-named student to the best of my ability:

Signature of Parent/Guardian

Date

Signature of SkillsUSA Advisor

Date

Signature of School Administrator

Date

State Officer Contract and Code of Conduct SkillsUSA Texas

As a state officer of SkillsUSA, you have the responsibility to represent all members of the organization. Your conduct must be exemplary at all times while representing the organization, as well as, on your personal time. You will have an opportunity to meet students, advisors, administrators, business, industry, and legislators during your term of office. Your actions will set a standard for all SkillsUSA members to follow. When you sign this State Officer Contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of SkillsUSA.

As a state officer of the SkillsUSA, Texas Association, I agree to adhere to the following code of conduct:

1. My conduct shall be exemplary at all times.
2. I will, at all times, respect all public and private property, including the hotel in which I am housed.
3. I will spend each night in the room of the hotel in which I am assigned.
4. I will keep my advisor or assigned state SkillsUSA staff persons informed of my where-a-bouts at all times.
5. I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
6. I will not enter a sleeping room of the opposite gender without the supervision of an advisor.
7. I will not use any type of alcoholic beverages, tobacco products, vape products, or drugs. If you should have been ordered to take certain prescription drugs by a licensed physician, you should report such orders to your advisor or State Director.
8. Attendance at school is mandatory anytime it is in session. Grades must be kept at an above average level. All work missed while on SkillsUSA business will be made up in a timely manner.
9. I will attend all sessions of any event where I represent SkillsUSA, Texas Association.
10. I will adhere to the dress code set by the State Director during SkillsUSA events.
11. I have read and signed the internet code of conduct form.
12. I will, as an elected officer, attend State Conference and the National Delegation Meeting.

PENALTIES

Violations of items 1 –12 will result in a warning with consequences, suspension of duty, or dismissal. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate authority, school administrator and parents or guardians.

I understand that, by signing this contract, if I am in violation of the above regulations and/or conduct myself in a manner unbecoming of a SkillsUSA, Texas Association State Officer. I may be brought before the appropriate discipline committee for an analysis of the violation. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

Candidate Name (typed or printed)

Signature of Candidate

Date

I have read and I understand the SkillsUSA, Texas Association State Officer Contract and Code of Conduct. I agree to support the above-named student under these guidelines to the best of my ability:

Signature of Parent/Guardian

Date

Signature of SkillsUSA Advisor

Date

Signature of School Administrator

Date

Internet Code of Conduct

As an officer for SkillsUSA, you are a public figure. As an officer you represent your school, your state association and the national SkillsUSA association. As you post content to personal and public web pages i.e. Facebook, Twitter, Instagram, Snapchat, YouTube.com or other sites, keep in mind that people you do not know (including potential employers or admissions officers) have the ability to review and archive your personal space. These personal sites are being used as a point of reference to your site. Be sure your personal materials, including comments, photographs, video or sound files, would not embarrass you if they were viewed by SkillsUSA staff, business partners, or instructors, and that they are age appropriate.

Email addresses: If your personal email address does not project a professional image, create a new email address for any SkillsUSA correspondence. Be sure to check email daily during your term of office as travel opportunities are often offered via email.

As an officer of SkillsUSA, you will represent SkillsUSA Texas with respect. This means for your term of office, any content you post on the World Wide Web where SkillsUSA is mentioned on sites such as Facebook, Twitter, Instagram, Snapchat, YouTube.com or other sites will be reviewed by your advisor, parent, or state director. Your email address used for SkillsUSA business must be reviewed by an authorized adult such as your advisor, parent, and state director. You must also understand that these websites will be monitored, and you may be requested to remove material.

If I fail to uphold the integrity of this office, and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences as a state officer for violating the State Officer Code of Conduct.

I have read and understand the information in this document. I agree to abide by this policy for the duration of any office I have been elected or appointed for SkillsUSA Texas.

Candidate Name (typed or printed)

Signature of Candidate

Date

I have read and I understand the SkillsUSA, Texas Association State Officer Internet Code of Conduct. I agree to support the above-named student under these guidelines to the best of my ability:

Signature of Parent/Guardian

Date

Signature of SkillsUSA Advisor

Date

Signature of School Administrator

Date

Photography, Sound and Video Release

By my attendance at the conference at any SkillsUSA function, I hereby grant the SkillsUSA Texas Association permission to make still or motion pictures and sound recordings, separately or in combination, and also give a production company approved by the SkillsUSA Texas Association permission to use the finished silent or sound pictures, and/or sound recordings as deemed necessary.

Further, I so hereby relinquish to the SkillsUSA Texas Association all rights, title, interest in, and income from the finished sound or silent motion pictures, still pictures, and/or sound recordings, negatives, prints, reproductions and copies of the originals, negatives, recording duplicates and prints, and further grant the SkillsUSA Texas Association the right to give, sell, transfer and/or exhibit the same to any individual, business firm, publication, television station, radio station or network, or governmental agency, or to any of their assignees, without payment or other consideration to me.

My agreement to perform under camera, lighting and stated conditions is voluntary, and I do hereby waive all personal claims, causes of action, or damages against the SkillsUSA national headquarters and the employees thereof, arising from a performance or appearance.

Candidate Name (typed or printed)

Signature of Candidate

Date

I have read and I understand the SkillsUSA, Texas Association State Officer Photography, Sound and Video Release. I agree to support the above-named student under these guidelines to the best of my ability:

Signature of Parent/Guardian

Date

Signature of SkillsUSA Advisor

Date

Signature of School Administrator

Date