



## **Requirements & Responsibilities of a State Officer**

### **Requirements of a State Officer:**

- Must have active paid membership status.
- Must have endorsement of local chapter (attach a letter of recommendation from local chapter).
- Must have school certification signed by an administrator and advisor.
- Must have at least one full year remaining as an active secondary member and must have a career objective in a trade, industrial, technical or health occupations education area.
- Must be available to represent the state through personal appearances during tenure of office.
- Candidacy for office must be filed with the SkillsUSA SC Director by the deadline.
- Must present a speech.
- Each candidate must meet with the qualifications and have a personal interview.
- Each newly elected officer must meet with the State Director immediately following the last meeting of the State Leadership and Skills Conference.
- All elected State Officers are required to attend the SkillsUSA SC Officer Workshop June 11-12, 2019. Any State Officer who does not attend this workshop will be required to resign their office unless the State Director determines extenuating circumstances.
- All elected Officers are required to attend the activities that are listed on the Candidate Agreement Form.



## **Responsibilities of a State Officer:**

- Understand the mission and goals of SkillsUSA SC.
- Understand the SkillsUSA SC bylaws.
- Understand the SkillsUSA creed, know it from memory, and be able to recite it.
- Be familiar with the organizational structure and policies of SkillsUSA SC.
- 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 SC.
- 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.