

## **OFFICER EXPECTATIONS**

The success of the SkillsUSA Maine Program 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.

The officer's expectations are as follows:

1. To serve as a key student ambassador by being the primary link between students and the state office.
2. Be able to work with people and encourage them to work for the benefit of SkillsUSA Maine
3. To be informed about activities throughout the state and move SkillsUSA Maine in a positive direction
4. Solicit the ideas of the members without interjecting his/her personal opinion
5. Attend all meetings and conferences as required

## **STATE OFFICER UNIFORMS**

State officers are expected to convey the image of SkillsUSA Maine at all times when acting in an official capacity. Accordingly, officers will be expected to wear SkillsUSA attire when participating in state meetings, attending conferences, representing the state before business or other partners, and at all other times when their appearance and behavior would reflect on the state association, including while traveling.

The state SkillsUSA office will provide the officer with a name badge, polo(s), and other attire deemed necessary by the state director.

The officer's chapter must ensure that the officer has access to an appropriately sized SkillsUSA red blazer. If the cost of the blazer will be detrimental to the local chapter, SkillsUSA Maine will provide a loaner blazer. The student will be responsible for appropriate shoes, dress pants, ties, etc. as required for official dress.

## **OFFICER TRAVEL**

Because student-teacher travel policies differ among school systems, advisors of candidates must clear with their school system the ability for students to travel with their advisor to all meetings. This may require a change in the advisor's personal automobile insurance policy or special permission given by the parents and/or school officials. State officers may be permitted to travel to/from an event with parent(s)/guardian(s) or instructors from other schools as long as both schools are in agreement. If the state officer is to take their own private vehicle, they must get a letter from their schools Director authorizing the state officer to drive themselves and this must be presented to the State Officer Advisor upon arrival. SkillsUSA Maine will not assume liability for student travel.

To reduce travel, lodging, and meal expenses, it is encouraged that state officers from schools in the same area of the state travel in groups with one advisor.

SkillsUSA will not reimburse chapter advisors or schools for mileage and/or expenses resulting from having a state officer.

## **FINANCIAL BENEFITS**

State officers receive the following financial benefits in exchange for completing state officer assignments prior to and during conferences

To reduce costs, SkillsUSA will additionally cover some expenses for one advisor accompanying their officer. Lodging will be booked at double occupancy. This is at the State Director's discretion, funds permitting.

State Officer Training Retreat:

- Lodging (*officer & advisor*)
- Meals (*officer & advisor*)

National Leadership & Skills Conference:

*(funds and approval from state director permitting)*

- Lodging for pre-conference and conference (*officer*)
- Registration for pre-conference and conference (*officer*)
- Some meals for pre-conference and conference (*officer*)

Washington Leadership Training Institute:

*(funds and approval from state director permitting)*

- Registration Fees (*officer*)
- Lodging (*officer*)
- Travel (*officer*)

Region 1 Leadership Conference:

- Registration Fees (*officer*)
- Lodging for conference (*officer*)
- Travel (*officer*)
- Meals (*officer*)

State Fall Leadership Conference:

- Registration Fees (*officer*)
- Lodging for pre-conference/conference (*officer*)
- Meals (*officer*)

State Leadership & Skills Conference

- Registration Fees (*officer, unless competing*)
- Lodging for pre-conference/conference (*officer*)
- Meals for pre-conference/conference (*officer*)

State Officer/Board of Directors Meetings (4)

- Meals (*officer & advisor*)

## Champions Legislative Day

- Meals (*officer*)

For all other activities, conferences, or events, SkillsUSA Maine will not cover expenses, unless approved by the SkillsUSA State Director. The reimbursement and/or coverage of above expenses may be subject to change at the discretion of the State Director. In such instance, prior notice will be given.

Officers who are negligent in their duties and/or have been removed from office will be responsible for reimbursing SkillsUSA Maine for expenses already incurred. The school will be invoiced for expenses and the school will be responsible for requesting reimbursement from the student.

## **STATE OFFICER TRAINING PROCESS**

A large part of the SkillsUSA State Officer Program is professional development of select student leaders. This is done through intensive training which includes the State Officer Retreat, National Leverage Training, Washington Leadership Training Institute, preconference sessions, conference calls, and more.

While advisors are asked to accompany their students to SkillsUSA activities, we respectfully ask that during the training process, interactions with their students remain minimal. To be a successful state officer, the students must bond as a team. This is done through activities and trainings where the students are pushed out of their comfort zone and learn to interact with new groups of people.