



*State  
Secretary  
Application  
2020*





## State Secretary Job Description

The SkillsUSA Maine State Secretary shall, in general, keep record of all state association meetings and correspondence. The SkillsUSA Maine State Secretary shall perform those duties and responsibilities as assigned by the State Director, Board of Directors and the Executive Committee as outlined in the approved job description.

The task as SkillsUSA State Secretary is to assist the State Director in the oversight and operation of SkillsUSA Maine. These responsibilities include:

- Keeps all chapter records
- Takes and keeps the minutes of each meeting
- When a vote is taken, counts the votes
- Checks wording of any motion
- Chairs the membership committee
- Takes care of chapter correspondence

The following Task Analysis highlights the job of State Secretary.

1. Attend all Board of Directors and Executive Committee meetings.
2. Takes all minutes and roll calls, formats the information and sends to the Director within one week.
3. Presents previous minutes for approval at all meetings.
4. Keeps a file of all approved minutes
5. Keeps a file of all incoming and outgoing correspondence.

This position is a stipend State Staff position and reports directly to the State Director.



# State Secretary Application

DATE: \_\_\_/\_\_\_/\_\_\_\_\_

Name \_\_\_\_\_

School/Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

School Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Number of years involved with SkillsUSA Maine \_\_\_\_\_

Please include a brief resume of your education.

Forward this application and resume to:

Hal Casey - State Director  
SkillsUSA Maine  
c/o Eastern Maine Community College  
354 Hogan Rd  
Bangor, ME 04401

Or email:

[hcasey@skillsusamaine.org](mailto:hcasey@skillsusamaine.org)