



# **State Officer Candidate Packet**

## **2021-2022**

Completed applications should be submitted to the state office by  
**5PM on Friday, March 19, 2021**

## WHAT IS A STATE OFFICER?

Being a SkillsUSA Maine State Officer is the ultimate student growth and leadership experience. The skills learned through this leadership program will help officers to not only be successful in serving the organization, but also throughout their lives and careers.

State Officers receive many opportunities for networking, training, and experiences unmatched by any other. Along with this you will have lots of fun leading and guiding SkillsUSA Maine into the future.



## EXPERIENCES

- State Leadership Conference
- State Championships
- National Championships
- State Officer Trainings & Meetings
- Fun Teamwork Events
- Meet others from around Maine
- Region 1 Officer Training
- A Lifetime of Friendships

## STATE OFFICER EVENTS

- Training Retreat
- National Leadership and Skills Conference
- Washington Leadership Training Institute
- Region 1 Conference
- State Fall Leadership Conference
- State Leadership and Skill Conference
- State Officer/Board Meetings
- Champions Day



# SkillsUSA Maine State Officer Candidate Application

Candidates Legal Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Current Grade: \_\_\_\_\_

Career Center: \_\_\_\_\_

Home School: \_\_\_\_\_

Chapter Advisor's Name: \_\_\_\_\_

CTE Program: \_\_\_\_\_

I am running for: One of the At-Large Positions: \_\_\_\_\_

One of the Regional Vice President Positions: \_\_\_\_\_

Include the following with this application to be uploaded:

1. Resume: Include leadership, academic, and career education achievements.
2. Letter of reference from Chapter Advisor
3. Letter of support from CTE Director
4. Digital headshot (head and shoulders) of candidate in SkillsUSA official attire.

Please collect the above information/items and when you have them all go to the webform to fill out and submit your application.

**Submit application to:**

**<https://forms.gle/Vy1QbfQXN8hyJA4Y8>**

## State Officer Code of Conduct Agreement

As a state officer, you represent SkillsUSA Maine at your school, in your community, and at state, regional, and national meetings. Election to state office is an honor that also carries with it responsibilities. The state officer team is responsible for efficient function of SkillsUSA Maine and assuring the purpose of SkillsUSA is protected.

As a state officer, I agree to adhere to the following rules and regulations at all times during the term of my office:

- I will, at all times, follow the rules set forth in my home school and area career center's policies for behavior, attendance, and minimum point average for participation in activities.
- I will, at all times, respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations and buildings will be paid for by the state officer at his/her own expense.
- I will spend each night in the room of the hotel to which I am assigned.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not remain in a sleeping room of the opposite sex unless permission has been granted by the state director, assistant state director, or the state officer advisor.
- I will refrain from the use of alcoholic beverages, tobacco, and drugs, unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person.
- I will not leave the hotel to which I am assigned without the express permission of the assigned state staff person. Should I receive such permission, I will leave a written note of where I will be.
- My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the SkillsUSA organization.
- I will forfeit my office if I quit school, become suspended, or expelled.
- I will respect all authority. I will accept state SkillsUSA assignments and follow instructions as directed by those responsible for them. I will communicate to the state officer advisor and state director any circumstances in which I am unable to attend the required meetings or conferences.
- I will keep the assigned state staff person informed of my whereabouts at all times.
- I will attend all activities that I am assigned or registered to, and I will be on time.
- I will adhere to the required professional dress code at all times (*including hair color, piercings and tattoos*).
- I will attend the functions required of a state officer as listed on the schedule of activities for state officers.
- I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another approved CTE program in the state of Maine.
- I will maintain at least a 2.50 GPA on a 4.0 scale and will submit copies of all report cards to the state officer advisor when received.  
*Should a state officer receive a "D" or "F" grade, the state officer will be put on probation for a single term to bring up the grade. If grades do not improve, the officer will forfeit his/her office.*
- I will attend school each day it is in session, unless I am on a SkillsUSA assignment or an approved absence based on local school district policy. I will make up all work missed in classes.
- As a State SkillsUSA Officer, I must attend all meetings and activities deemed necessary by the SkillsUSA State Director.

## **ELECTION PROCESS**

State officers will be elected in the following manner.

**Step 1**—State officer candidates must submit state officer application to the state office by the deadline.

**Step 2**— State officer candidates must attend an online state officer candidate screening. The date and time for such a screening will be arranged in advance and be before February vacation.

The State Officer Screening Process includes:

- An Interview
- Reciting the SkillsUSA Pledge

**Step 3** – The candidate screening team will review your resume, letters of reference, and notes from your interview to select the final officer team.

## **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.