



2022 State Officer Candidate Packet



State Officer Candidate Packet

Completed applications should be submitted to the state office by
5PM on Friday, January 14, 2022



Top 5 Reasons to be a State Officer

- Experience of a lifetime, you grow into a leader.
- Meet new people – gain lifelong friendships.
- Learn the true value of teamwork.
- Get to wear stylish SkillsUSA clothing.
- Travel and enjoy a new world of experiences.





Dear Future State Officer,

Welcome to an exciting year with SkillsUSA Maine. The commitment you have made is amazing. Running for state officer is a challenging and busy commitment. You will be running for an officer slot not position. Positions will be chosen at the completion of officer training.

This application also includes the following:

- Calendar of events
- Officer expectations
- Officer Deposit

The application is **DUE** by 5pm on **January 14, 2022**.

Interviews will be in person on:

Wednesday February 16, 2022. They will be held at EMCC - Rangley Hall.

- Interviews will include:
 - Reciting the SkillsUSA Pledge
 - Naming 1 part of the creed
 - What interests you in being a state officer

The state officer team will be announced at Closing ceremony - March 31, 2022

Again congratulation on taking this first step and I look forward to working with you.

Charlene Desmond
State Officer Advisor



SkillsUSA Maine State Officer Calendar of Events

February 19, 2022	Candidate Interviews
April 8-10, 2022	Statewide Advisor Meeting and State Officer Training
June 17-19, 2022	Leverage Training (optional)
June 20-25, 2022	National Leadership and Skills Conference – Atlanta, GA
August 12-13, 2022	State Officer Workshop
September 15-16, 2022	State Officer Meeting (Bangor)
September 17-21, 2022	Washington Leadership Institute (optional)
October 2022	Region One Officer Training
October 27-28, 2022	Fall Leadership Conference
December 1-2, 2022	State Officer Meeting (Bangor)
February 2-3, 2023	State Officer Meeting (Bangor)
March 16-17, 2023	State Leadership and Skills Championships

SkillsUSA Maine Officer Deposit

A deposit is required of all new officers. This deposit will be returned at the completion of your term, Failure to complete your term results in the forfeiture of the deposit.

Please make checks payable to Maine SkillsUSA.

Officer Deposit	\$100.00
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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. 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.

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

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.

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.

SkillsUSA Maine State Officer Candidate Application

Candidates Legal Name: _____ Nickname: _____

Home Address: _____ City: _____ Zip: _____

Cell Phone: _____ Email Address: _____

Parent's Name: _____ Cell Phone: _____

Dress Shirt Size: _____ T-Shirt Size: _____ Polo Shirt Size: _____ 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: _____

Attach the following to this application:

1. Resume: Include leadership, academic, and career education achievements.
2. Signed Personal and Liability Release Form.
4. Digital headshot (head and shoulders) of candidate in SkillsUSA official attire.

By signing below you agree to the following:

I agree to support this candidate and the responsibilities of his/her office. He/she/I will be available to represent SkillsUSA Maine through personal appearances and to attend all state and national meetings/conference during his/her/my tenure of office. I understand that state officers are responsible for leading other students and on occasion may be responsible for conducting leadership sessions with minimal supervision. I understand that each individual is responsible for his/her own insurance coverage. I hereby release liability from SkillsUSA Maine, its staff, volunteers, and any designated individual or group in charge of SkillsUSA students or activities. Should it become necessary, I give permission for immediate medical treatment. I understand that due to the nature of the student office, personal communication will be necessary between the student and state staff/volunteers. I understand that all expenses will not be covered for some required activities, this will remain the responsibility of the officer's school. I further understand that our signatures below constitutes agreement with the Code of Conduct and that violation of this agreement can result in removal from office.

I certify that I have read, acknowledged, and agreed to all aspects of the State Officer Candidate Packet.

Signature of Parent/Guardian

Printed Name

Date

Signature of Chapter Advisor

Printed Name

Date

Signature of Career Center Director/Principal

Printed Name

Date

Signature of State Officer Candidate

Printed Name

Date

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 the 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.