



SkillsUSA
NORTH DAKOTA

**State Officer
Program Guide**

2023-24

Foreword

The State Officer Program Guide was created to assist SkillsUSA advisors and members in preparation for state officer candidacy.

It provides an overview of the state officer program from beginning (officer training) to end (end of school year). Each section of the State Officer Program Guide provides information for advisors, members and parents in understanding the expectations of a state officer, as well as clarifying the qualifications, rules and details of candidate events.

In addition, we have provided preparation suggestions and resources for state officer candidates.

We hope this all-encompassing resource will aid our stakeholders in better understanding the state officer election process as well as give an insight into the goals and objectives of the state officer program and expectations of the state officers once they are elected.

Contact Information for Questions

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SkillsUSA State Officer Program Guide

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During the State Leadership and Skills Conference each year, SkillsUSA North Dakota delegates from across the state elect seven high school and college/postsecondary officers to serve as student leaders for the organization – state officers. These student leaders serve in a variety of roles throughout their year of service. As leaders, they serve as communicators, advocates and facilitators.

The state officer team leads our state conferences, including the SkillsUSA North Dakota Fall Leadership Conference and the SkillsUSA North Dakota State Leadership and Skills Conference. The state officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career ready.

Being a state officer is one of the personal growth and student leadership experiences within SkillsUSA. The overall programs focus on three key essential elements of the SkillsUSA Framework: Leadership, Communication and Service Orientation.

The skills learned through the state officer program will not only help these student leaders be successful in serving the organization, but the skills will also help them throughout their lives and future careers.

Section 1 — State Officer Job Description

Position Title:	SkillsUSA State Officer
Work Location:	Remote with travel opportunities for trainings and assignments
Classification/Duration:	June Officer Training – End of School year 2024
Time Commitment:	State officers are required to attend all State Officer Meetings (virtual and in-person), State Officer Training, Fall Leadership Conference, and the State Leadership Conference.
Reports To:	Tracy Becker, SkillsUSA ND State Director
Application Process:	Complete state officer application by Friday March 3 rd , 2023 and participate in the state officer election process.

ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school, and college/postsecondary students who are preparing for careers in career and technical education. SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

SUMMARY

The primary role of a SkillsUSA state officer is to serve SkillsUSA at the local and state level to support our organization's mission. Being a state officer means representing more than 700 SkillsUSA student members, as well as the principles and purposes of our organization at all times. In this role, an officer will communicate key organizational information, while also promoting career and technical education. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, and use effective time and stress management strategies.

MINIMUM REQUIREMENTS:

Candidates should meet the following minimum requirements:

- Be an active member of SkillsUSA North Dakota during the year served as an officer.
- Enrolled in a Career & Technical Education program for the duration of the officer's term. This enrollment must be in a Trade, Industry & Technical Education, Health Sciences, or Information Technology Program.
- Possess a minimum of a 2.0 GPA.

PREFERRED REQUIREMENTS:

The position requires strong SkillsUSA and CTE experience. Candidates should have had at least one year of SkillsUSA leadership experience, such as being a local officer with a willingness to continue their development.

TRAVEL REQUIREMENTS:

State officers must be available to travel for training and events throughout their year of service. After the election, the team will collaborate on availability and establish training dates and times.

ASSIGNMENTS

Throughout the state officers' year of service, they will be engaged in several assignments including the SkillsUSA North Dakota Fall Leadership Conference and the SkillsUSA North Dakota State Leadership and Skills Conference. Additional assignments may include:

- Participation in Monthly State Officer Virtual Meetings.
- Participation in SkillsUSA's IMPACT Program.
- Participation in Leverage (optional).
- Participation in Mid-America Conference (optional)
- Participation as a national delegate during the National Leadership and Skills Conference if attending.
- Participate in business partner events as assigned.

STATE CALENDAR

State Officers must be able to attend the events listed below in full.

June 11 – 14, 2023 – State Officer Training (Bismarck, ND)

TBD October – Fall Leadership Conference (Location TBD)

April 13 – 16 – SkillsUSA State Leadership and Skills Conference (Bismarck, ND)

Monthly Virtual Meetings – August, September, October, November, January, February, March

Monthly Committee Meetings as needed with Director – July, August, September, November, January

SkillsUSA North Dakota State Officer Contract (Sample)

This contract will be filled out by officers post-election.

As a state officer of SkillsUSA North Dakota, (Name) _____ has the responsibility to represent all members of the state association. Your conduct must be always exemplary since you are always representing the organization. You may be meeting with students, advisors, administrators, business and industry representatives, government officials and educational leaders during your year of service. When you sign this **State Officer Contract**, it is with the understanding that your commitment to the year of service is substantial, as are the rewards of serving the organization. Your actions will also reaffirm the ideals of **SkillsUSA North Dakota**.

As a state officer of SkillsUSA **North Dakota**, I agree to adhere to the following rules and regulations:

Conduct

- I will, at all times, represent SkillsUSA to the best of my abilities.
- I will, at all times, respect all property and the rights of others.
- I will, at all times, implement and support the SkillsUSA culture of inclusion and diversity.
- My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
- I will not use alcohol, tobacco and illegal substances while representing SkillsUSA at events, functions, and conferences, including during travel.
- I will avoid places or activities that in any way would raise questions as to my moral character or conduct.
- I will not engage in any behavior that might be deemed sexual harassment which includes, but is not limited to, verbal, written or physical statements or actions to or about others.
- I will, at all times, use social media accounts appropriately. This includes not engaging in bullying or cyberbullying of others including threatening words or behavior; menacing, hazing, taunting or intimidation; the use of lewd, profane, or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others at any time.
- I will alert the State Director of any disciplinary actions I incur at school or outside of school, including but not limited to actions involving law enforcement.

SkillsUSA Program

- I will attend all trainings and activities as assigned and will be on time to all functions.
- I will complete all assignments given to me by my SkillsUSA Director or SkillsUSA staff on time.
- I will be prepared for all conferences and events by knowing my curriculum and will submit all written speeches at least one week prior to delivery.
- I will regularly communicate with my state director and chapter advisor.
- I will monitor and use my social media accounts responsibly and will monitor and use my email account regularly.
- I will immediately forfeit my SkillsUSA office if I am involved in any activity that is deemed detrimental to SkillsUSA, my school or my reputation, including being arrested and charged with a crime.
- I will adhere to the stated SkillsUSA dress code and grooming standards
- I will respect SkillsUSA attire and will not use cigarettes, e-cigarettes, use a vape pen or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including outdoor venues.
- I commit to an entire year of service that begins at the June officer training and that concludes with the conclusion of the 2024 school year.

School/Membership

- I will maintain active SkillsUSA membership as outlined in Article IV Section 5 of the SkillsUSA High School and College/Postsecondary Bylaws by being “enrolled in a coherent sequence of courses or career major” and attend classes at the school my SkillsUSA chapter is based.
- I will submit my name on my chapter’s membership roster and pay SkillsUSA member dues for the year in which I am a state officer, no later than the deadline of February 15.
- I will attend school daily unless I am on official SkillsUSA business or other approved excursions, or if I am ill. I will plan in advance for absences and make up any class work missed.
- I will maintain above-average grades in all my classes.
- I will immediately forfeit my SkillsUSA office if I am no longer enrolled in my school/training program due to dropping out, being suspended, or expelled from school.

Traveling

- When traveling for SkillsUSA, I will abide by the established curfew, and will report to events in the morning on time and dressed appropriately.
- When traveling for SkillsUSA, I will spend each night in the room of the hotel to which I am assigned. I will not enter any hotel room other than the one to which I am assigned.
- When traveling for SkillsUSA, I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
- When traveling for SkillsUSA, I will keep the SkillsUSA staff in charge informed of my whereabouts at all times. I will not leave the hotel/motel to which I am assigned without the permission of the assigned SkillsUSA staff in charge of the event.

I understand and commit to all of the above statements and expectations, and I understand that there are consequences and potential disciplinary actions, including my removal from office, if at any time I fail to fulfill my duties as a SkillsUSA state officer.

State Officer Signature

State Officer Printed Name

SkillsUSA Advisor Signature

SkillsUSA Advisor Printed Name

Parent/Guardian Signature
(for students under 18)

Parent/Guardian Printed Name

Key Program Essential Elements

The state officers will participate in experiences that touch on all 17 Essential Elements within the SkillsUSA Framework. However, the state officer program will focus primarily on three key Essential Elements: Leadership, Communication and Service Orientation.

Leadership — Influencing the hearts, minds and actions of others.

Communication — Sending and receiving clear messages.

Service Orientation — Meeting the needs of internal and external customers.

OVERALL PROGRAM OUTCOMES

As a result of the State Officer Program, the SkillsUSA mission is achieved by ensuring that the state officers are able to demonstrate proficiency in the following Essential Elements: Leadership, Communication and Service Orientation.

Leadership

- Exhibit the four primary characteristics of high-quality leaders as defined by SkillsUSA: trust, compassion, stability and hope.

Communication

- Develop and deliver effective communication about SkillsUSA and career and technical education that is written or oral and targeted at a variety of stakeholder audiences.

Service Orientation

- Demonstrate a high level of service to meet the needs of local, district and state stakeholders.

Section 2 — State Officer Election Process

State Officer Candidate Application and Submission

PREPARATION OF INFORMATION AND APPLICATION COMPONENTS

The [state officer candidate application](#) is available online only, but there are several items you need to prepare before starting the online application, as the application will not save unfinished work. The steps below will assist you in preparing your application.

➔ The application deadline is **Friday, March 3rd, 2023**

Step 1

Ensure the state officer candidate qualifications are met as outlined on page 5 of this document.

NOTE: Each state officer candidate shall be an active SkillsUSA member and eligible to retain active membership in the organization until the member completes the term of office, if elected. ***Please double-check with your SkillsUSA state director and confirm dues for **chapter, state and national membership** were submitted by the state and national deadlines for the year you are running for state office.***

Step 2

If qualifications are met, request and gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in **PDF format** only as part of your online application.

Documents to be labeled (First Initial_Last name_Document Title), i.e.,
M_Smith_ChapterAdvisorCommitment.PDF

Officer Commitment and Support Verification Form (attached)

Verification form from a parent/guardian and school administrator indicating the understanding that:

- Candidate must be enrolled in Career & Technical Education courses for the duration of their officer term.
- Candidate has time, travel and attire commitments that must be made by a SkillsUSA State Officer and assure that the officer will attend all required meetings or events.

State Officer Advisor Support Form (attached)

This form must be from the advisor of the chapter and confirm the candidate will be a member of **during term in office**, including a handwritten signature.

Counselor Verification Form (attached)

This verification form must be from the counselor of the applicant's schools and confirm the candidate will be a member of **during term in office and** possesses a minimum of a 2.0 GPA or above.

Step 3

Gather the following information to complete the application:

Candidate Designation

Chapter

Division (S/PS)

SkillsUSA Membership

- Have you paid chapter, state and national membership dues for the current year?

Candidate Information

First Name, Last Name

Candidate's Mailing Address

Date of Birth

Cell Phone #

Email

Special Needs

CTE Program

School Name

School Address

School Phone #

Which of the following activities have you participated in during your SkillsUSA membership?

- Chapter Officer.
- State Officer
- Fall Leadership Conference (FLC).
- Mid America Conference.
- State Skills & Leadership Conference

Travel Information

Name as it appears on your driver's license or official government ID

Correspondence Contact Information for:

SkillsUSA Chapter Advisor

Step 4

Prepare answers to the following questions. Use a word processing program to establish formatting and run spell check.

- What being a SkillsUSA State Officer would mean to me (Essay).
- Knowledge Questions:
 - SkillsUSA Motto and what it means to you.
 - Current SkillsUSA Theme
 - What are the SkillsUSA colors and what do they represent?
 - What is the SkillsUSA Creed?
 - List the 6 (six) areas of the SkillsUSA Program of Work.
 - List the 5 (five) symbols of the SkillsUSA emblem and what they represent.
 - What is the SkillsUSA Pledge?
 - When is National SkillsUSA Week?
 - Websites for SkillsUSA (national) and SkillsUSA North Dakota.

Step 5

Submit State Officer Candidate Application Forms

Download, print, complete and obtain signatures for all documents. All documents must be uploaded to the online application.

Candidate Headshot

1. Head and shoulders shot (from chest up) – PORTRAIT (vertical) orientation only
2. Shoot against a plain, one-color wall, preferably white
3. Make sure photo is well lit, but try not to have any shadows on the wall, if possible
4. Wear SkillsUSA Official Dress Attire (wear only acceptable pins on jacket)
5. Do not use filters of any kind
6. Smile!

Once you have all the information gathered, you are ready to begin the application process at:

<https://www.cognitofrms.com/SkillsUSAND/SkillsUSANDStateOfficerCandidateApplication>

APPLICATION SUBMISSION AND DEADLINE

*Once you begin the online application process, you must complete the entire application in one sitting, as **it will not save unfinished work**. If you stop in the middle, you will have to start over.*

Applications are due no later than Friday, March 3, 2023 by 5:00pm CST.

Upon successful submission, you will receive a confirmation email.



State Officer Commitment and Support Verification Form

If elected to a State Office for SkillsUSA North Dakota, I agree to:

- Be enrolled in a Career & Technical Education program for the duration of my officer term. This enrollment must be in a Trade, Industry & Technical Education, Health Sciences Education program or Information Technology program.
- Represent our State Association to the very best of my ability and abide by the Code of Conduct.
- Promote the growth and development of local SkillsUSA ND Chapters.
- Learn the duties of my office.
- Demonstrate at all time, through my attitude, appearance and actions, the positive advantages of membership in SkillsUSA.
- Attend all mandatory training and planning meetings i.e.: Officer Training in June, Fall Conference, State Conference and any meetings call by the State Director.
- I assure the SkillsUSA North Dakota Association that if at any time I will be unable to attend any of the required meetings or events due to an emergency situation, I will provide notice to the State Director as soon as possible.
- I understand that failure to attend required meetings and events, failure to perform the duties of my office, or failure to adhere to the SkillsUSA ND Code of Conduct could result in my dismissal from office.
- Maintain a minimum GPA of 2.0 in all courses.

Officer Candidate

Date

I understand the time, travel, and attire commitment which must be made by a state SkillsUSA officer and assure the SkillsUSA State Director that the officer will attend all required meetings, events and fulfill all duties of their office. I will assure that if the officer is unable to attend any meeting or events due to an emergency situation, the state officer will provide immediate notice to the State Director. Upon signing this form, I formally acknowledge my full commitment of the candidate and pledge my support to assist the candidate in fulfilling all requirements of their office should they be elected as an officer.

Parent/Guardian Signature

Date

School Administrator Signature

Date

Thank you for encouraging your student to step forward and seek a state officer position. The SkillsUSA ND State Officer Program provides tremendous opportunities for students to gain new leadership skills, learn critical thinking, improve their planning and organization skills, become stronger speakers, demonstrate initiative and much more. In short, it is a unique and valuable experience that we are excited to share with your students.

Along with the considerable benefits that come with being a state officer there are important responsibilities that officers take on and we need your help to ensure that students who plan to run for state office are aware of these responsibilities and, if elected, both you and they will ensure that those responsibilities are fulfilled.

As an advisor with a candidate and, if elected, a state officer the expectation is that you will:

- Chaperone State officers during required functions i.e.: Officer Training in June, State Conference, Fall Conference and any meetings arranged by the State Director.
- Make a personal commitment to cooperate with the State Advisor to ensure that your state officer fulfills all of their state officer responsibilities.
- Serve as an ongoing mentor to your state officer.
- Assist with the ongoing training of all officers.
- Check regularly to ensure your officer is maintaining the required GPA and report any failure to do so to State Advisor.

By signing this form you are making a commitment to your candidate/state officer and SkillsUSA North Dakota. Training and directing our state officers is a team effort and it is essential that the officer's advisor is a part of that team.

Chapter Advisor

Date



Counselor Verification Form

Candidate's Name: _____

Name of School: _____

Program of Study: _____

This candidate has one or more years left in a Career & Technical Education program: Yes No

This candidate has a GPA of 2.0 or above: Yes No

Counselor Name (Print)

Counselor Signature

Date

Hotel and meal expenses will be covered for the officer for required events which include June Leadership Training, Fall Conference, State Conference and any meetings/trainings coordinated by the State Director. Meals to and from these events will not be covered.

Fall Conference – Night before dinner, Breakfast and Lunch are covered day of conference. Hotel is covered for first night.

June Leadership Training – All hotel, meals and some snacks will be provided during this training.

National Conference – Is not a required event. If officers choose to attend it will be at their own expense. If they have not won their state competition, they will be allowed to attend as voting delegation representing North Dakota. Travel, hotel, meals and observer registration fees during National Conference will be at their own expense. If Officers are interested in attending Leverage Training prior to the National Conference, the cost of hotel, registration and meals during the training will be covered at the rate of 50%. The Officer's Advisor must agree to chaperone the Officer for the entire duration of the training and conference. The State Office requires written approval and confirmation of the school's acceptance to cover all costs not covered by SkillsUSA ND prior to any arrangements being made.

Official Dress – SkillsUSA North Dakota will provide a State Officer with 1 Red Blazer, a Polo shirt and/or pull over, and name tag. White shirt, black pants/Skirt, socks, belt and shoes will be the responsibility of the state officer.

State Conference – Meals will be provided during the conference; however, if the officer chooses to go with other members from their school, those meals will be at their own expense. Hotel is covered for Saturday, Sunday and Monday nights.

Advisor Expenses – When with a state officer, the advisor lodging and meals will be provided. When traveling with your entire chapter, expenses will not be covered by SkillsUSA ND. Contact your local administration to verify their policy. Schools can be reimbursed by the State for a portion of travel if it has been approved in their annual plan.



2023-2024 State Officer CALENDAR OF EVENTS

June

- 11-14 CTSO Officer Training *
- 19-23 National Leadership & Skills Conference – Atlanta, GA

September

- TBD Washington Leadership Training Institute – Washington, DC

October

- TBD Fall Leadership Conference *
- 20-24 Mid-America Leadership Conference – Columbus, NE

February

- 5-9 SkillsUSA Week

April

- 13-16 SkillsUSA ND State Leadership & Skills Conference* - Bismarck, ND

Virtual Meetings (through Teams)*

August, September, October, November, January, February, March

Virtual Committee Meetings as needed with Director*

July, August, September, November, January

*Meeting dates/Events that are required of State Officers.

State Director	Websites
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