

**State Officer Application**

**2024 – 2025**

**School Year**

### STATE OFFICER APPLICATION

***An incomplete application will not be considered.***

#### Name of Candidate:

School:

Secondary or Post – Secondary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please number** first **and** second **choice of the offices you are interested in, keeping in mind that candidate may be moved to a different office at the conclusion of the selection process.**

State President

State Reporter

State Vice President

State Parliamentarian

State Secretary

State Historian

State Treasurer

**QUALIFICATIONS**

*The candidate must:*

#### Have SkillsUSA active membership status

* Have the support and endorsement of local advisor and local administrator. This endorsement must be in the form of a letter of recommendation.
* Be enrolled in a career and technical, or health related training program at a public school or community college, during the current year **and** the year in which he/she will serve as an officer.
* Have a 2.0 Grade Point Average (GPA). *(Attach current year transcript.)*

#### The candidate must be available to attend SkillsUSA-Mississippi activities or events to carry out the duties of a State Officer.

**INSTRUCTIONS**

Please type application or print legibly in black ink. Mail the **original** application, additional documents, and required letters of recommendation by ***February 2, 2024,*** to: **SkillsUSA Mississippi State Association, Attn: Nichole Williams, P. O. Box 771, Jackson, MS 39205**.

***Faxed or Emailed applications will not be accepted.***

**SkillsUSA Mississippi State Officer Application**

Grade Classification: **current year**

### Next year

#### Name \_Age\_ Date of Birth

Home Address City Zip

Home Phone Cell Phone

(Include area code)

#### Parent’s or Legal Guardian’s Name\_

School School Phone\_

(Include area code)

#### School Address City Zip

CTE program enrolled

SkillsUSA Advisor

T-Shirt Size\_

Polo Shirt Size

1. mail address

(State Officers must have access to an email account)

Describe involvement in your local SkillsUSA chapter: *(office held awards, etc.)*

#### How do you plan to promote and recruit members to SkillsUSA?

Briefly explain why you want to become a SkillsUSA Mississippi State Officer:

#### Officer Candidate’s Signature Date

**SkillsUSA State Officer Commitment**

If elected, I will actively serve as prescribed in the SkillsUSA-Mississippi Constitution and Bylaws; abide by the Officer’s Code of Conduct and promise to fulfill my duties as a state officer by attending and participating in all of the following SkillsUSA-Mississippi meetings, trainings and conferences.

**If elected as a SkillsUSA Mississippi State Officer, I will attend and participate at the following activities:**

* 1. State Officer Training, (2 days - TBA) May or June
  2. Fall Leadership Conference (1 day - TBA) September or October
  3. Regional Competitions (1 day per region) January or February
  4. State Championships Conference (3 days) April 2025
  5. Other meetings as called by the State Association (TBA)

**Please make sure you will be able to fulfill these duties.**

**By signing, I acknowledge that I will follow the State Officers Code of Ethics listed below and in the SkillsUSA handbook:**

1. Shall be prompt and prepared for all activities
2. Shall keep my local advisor and the State Advisor always informed of my activities and whereabouts
3. Shall refrain from drinking alcoholic beverages and/or always taking illegal drugs while representing SkillsUSA
4. Shall refrain from smoking while in official dress
5. Shall always promote a positive image of SkillsUSA
6. Shall respect and follow the rules and regulations set forth in the Mississippi Code of Conduct

I give SkillsUSA-Mississippi permission to use photographs of myself for use in printed publications and on the Internet.

I have read and assure the SkillsUSA-Mississippi Association that if at any time I am unable to attend any of the meetings listed above, I will provide written notice to the State SkillsUSA State Association Coordinator as soon as possible. I understand that failure to attend mandatory meetings, failure to perform the duties of my office, and failure to adhere to the SkillsUSA-Mississippi Code of Conduct will result in my dismissal from office.

Officer Candidate's Signature Date

**We support and endorse this student’s candidacy for a State Officer Position**

Parent’s/Legal Guardian’s Signature *(if under 18)* Date

Candidate’s SkillsUSA-Mississippi Advisor’s Signature Date

\*\*Local Administrator’s Signature Date

*\*\*Schools are responsible for the transportation of their State Officers to all official state activities listed above. State Officers must be accompanied to all state activities by a teacher/parent/district employee.*

# Candidate Recommendation

*Duplicate sheet as needed*

This form is to be completed by the local SkillsUSA advisor, local administrator, and/or employer *(if applicable)*.

**CANDIDATE NAME**:

**Directions:** Explain in detail the characteristics and leadership skills you feel the individual has that will make him/her an outstanding State Officer. *(You may attach additional sheets if needed)*

Signature *(Person Submitting Recommendation)* Title

##### State Officer Responsibilities

Being an officer in the SkillsUSA state chapter is an honor that carries specific responsibilities. SkillsUSA officers must be concerned about the organization’s purposes and its successful and efficient functioning. They must prepare themselves for these responsibilities by:

1. Studying and practicing becoming more skillful in your duties
2. Developing a complete knowledge of SkillsUSA Constitutions and Bylaws
3. Approaching issues objectively to make decisions for the good of all members
4. Carrying out duties thoroughly, on time, and to the best of your ability
5. Working cooperatively to make your leadership strong and effective and to ensure the chapter’s

success

Officers should remember that they were elected to LEAD and preside over SkillsUSA State Association activities for one year. In accepting your offices, you assume the responsibilities of doing everything you can to make your local chapter and the state chapter better and stronger.

##### Advisor Responsibilities

Many advisors have excellent students who would do a great job serving as a State Officer. We need your expertise and the enthusiasm of your students to help the SkillsUSA-Mississippi SkillsUSA chapter successful.

1. Make sure your officer(s) meet the minimum requirement to be a State Officer and support the officer candidate. You will be the primary contact for this state officer candidate, if elected. *The student must complete the application and acquire supporting documentation for your approval and mail to the State Association Office.*
2. Carefully review and explain the Code of Conduct with your officer. Ensure your officer(s) have read and is knowledgeable of the responsibilities of a State Officer as outlined in the SkillsUSA Handbook.
3. Accompany the State Officer(s) to at all official SkillsUSA meetings/activities.
4. Encourage your officer(s) to exemplify leadership skills and to be a leader.

*Your responsibility to your State Officer and SkillsUSA-Mississippi is an important role. The decisions you and your state officer(s) make will be representative of the State and National SkillsUSA Association.*

SkillsUSA Mississippi Officer Candidates

**Application Process**

#### The state officer candidate must mail the original application and supporting documentation by the designated deadline ***(Friday, February 2, 2024).*** **Please attach a recent photo.**

The State Association Director will review the application and supporting documentation to verify candidate meets the minimum qualifications. *Applications received that do not meet the minimum qualification and/or without supporting documentation will be returned.*

#### There will be a day of interview by a committee before the State Conference. It is the responsibility of this committee to determine where each candidate’s talents will be best served.

Newly elected officers will be installed in at the State Conference Awards Ceremony.

All state officers will be required to attend Officer Training held during the summer and attend all meetings arranged during this conference.

**FOR STATE OFFICE USE ONLY**

Candidate Name:

*Officer candidates and advisors may use this form as a checklist for submitting all documentation to the State Association for a SkillsUSA State Officer candidate*.

|  |  |  |
| --- | --- | --- |
| Documentation | Received | Notes |
| Application and Commitment |  |  |
| Transcript |  |  |
| Recommendation Local advisor  Local Administrator Employer (if applicable) |  |  |
| Other |  |  |
| Recent Photo |  |  |

#### State Association Director’s Signature Date