



**Secondary State Officer Candidate
Application/Handbook**

Notification Deadline: April 1, 2018

March 2018

Potential State Officer Candidates

Someone has noticed leadership characteristics within you so look over the following information to see if this experience is something you want to pursue.

This is a very serious decision and as such you must be committed to making SkillsUSA a priority. You must be dedicated to the organization and willing to put forth the time needed in order to help advance the organization. Make sure any current or future commitments will allow you to dedicate sufficient time needed to fulfill the responsibilities of a state officer.

REQUIRED dates of attendance include Officer Training, State Officer Meetings, Fall Leadership Conference, State Leadership Conference, and any other formal or informal meetings with the Iowa Officer Team members and/or the State Officer Advisor.

One of the benefits of being a SkillsUSA State Officer is representing Iowa at the National Leadership Conference in June. To facilitate your experience, the board has deemed it appropriate to pay for your hotel, transportation, and registration to attend Leverage Training, and the National Conference following your election in April.

If being a State Officer is your goal, please read the entire packet, complete the application form, meet all deadlines and, of course, feel free to ask questions along the way.

Devon Winters
State Officer Advisor – Iowa SkillsUSA
wintersd@waterlooschools.org

Arijan Alagic
State Director – Iowa SkillsUSA
skillsusaiowadirector@gmail.com

**SkillsUSA
Iowa Association
State Officer Election Procedures**

- A. Notification of desire to run for state office must be submitted to the State Officer Advisor and the State Director by **April 1, 2018**. The term of office begins following the State Leadership Conference in April 2018 and ends at the close of the 2019 State Leadership Conference.
- B. The qualifications for State Office are as follows:
 - 1. Must have a minimum of 2.5 GPA on a 4.0 scale. Scholastic record must be certified by local advisor.
 - 2. Must be dedicated to SkillsUSA and know that there will be times when you will have to miss classes and/or work.
 - 3. Must be willing to put in the time necessary to function as a State Officer team member including attendance at the required meetings: Officer Training, Fall Leadership Conference, State Leadership Conference, National Leadership Conference, meetings with Iowa State Officer team and other meetings arranged by the team.
 - 4. Must be endorsed by local chapter advisor with the understanding that advisor will be required to transport student to meetings unless within reasonable driving distance and parent permission.
 - 5. Must be enrolled in an Iowa institution when elected and throughout year term in office.
 - 6. Must sign a Code of Ethics upon taking office. Failure to comply with this Code of Ethics may result in termination of office.
 - 7. Must remain in good standing with local chapter throughout term in office.
- C. Officers are responsible for officer travel arrangements unless otherwise indicated by State Officer Advisor.
- D. Only three SkillsUSA chapter members from each school may run for state office.
- E. At the State Leadership Conference, each candidate will be allocated up to three minutes for a campaign speech.
- F. Official voting delegates from each chapter will cast their ballots at the time designated in the conference schedule.
- G. Candidate will make arrangements with State Officer Advisor to take SkillsUSA related test at the State Conference.

Election Procedures

Number of voting delegates are assigned based on chapter membership after official count is taken in March. A delegate per ballot must be present to cast vote.

Members	Voting delegates
1-10 members	2
11-25 members	3
26-40 members	4
41-55 members	5
56-70 members	6
71-85 members	7
86-100 members	8
100+ members	+1 for every 15 members

Each voting delegate will receive a ballot with the names of all candidates listed. Delegates will give 6 points to whom they deem the best candidate, then 5 points for the next best, so forth until the top 6 candidates have points. The remaining candidates after the top 6 will receive 0 points. Any ballots not filled out correctly will be discarded and not counted in the totals. Total points from the delegate voting will be calculated and score from candidate test will be added to total delegate voting points to place candidates in officer positions.

April 1, 2018 by 5 pm.

- State Officer Candidate/Application Form
 - Signatures Required: Candidate, Chapter Advisor, Guardian
- Completed Officer Candidate Worksheet and Iowa SkillsUSA General Information Worksheet
- Submit signed Code of Ethics
- Email all candidate materials to both:
 - State Officer Advisor, Devon Winters, wintersd@waterlooschools.org
 - State Director, Arijan Alagic, skillsusa_iowadirector@gmail.com

April 26-27

- Schedule and take Officer Test with State Officer Advisor
 - Test scores will be added to point value from total voting delegates
- Give maximum three (3) minute speech in front of members
- Installation of Officers at closing session

Iowa SkillsUSA

Secondary State Officer Candidate Application Form

Candidate's Name:	School/Chapter:
Home Address:	
City:	Zip:
Home Phone No.:	
Parent/Guardian Name:	
Parent/Guardian Email:	
Advisor's Name:	
Advisor's Email:	
Advisor's Cell Phone No.:	
Advisor School Phone No.:	

If elected, my choice of office would be (please indicate by placing a 1, 2, 3, 4, 5, 6) in the space provided, with 1 being your first choice and 6 being last choice. HOWEVER, freshman (9th grade students) are not eligible for the position of President so should place a 6 in the slot for President).

___ President	___ Vice President
___ Secretary/Treasurer	___ Reporter
___ Historian	___ Parliamentarian

If elected, I will actively serve as a member of the SkillsUSA State Officer team, attend all meetings, and comply with the Code of Ethics. I will participate in the Fall, State, and National Leadership Conferences, and abide by the SkillsUSA Constitution. I understand that failure to do so will result in forfeiture of my office. I have completed all documents to run as an officer candidate myself and to the best of my knowledge.

Officer Candidate Signature

I support my student running as a SkillsUSA State Officer Candidate. I understand this may require my student missing school and require attendance at numerous meetings throughout the year.

Candidate Guardian Signature

The above candidate is a member in good standing of Iowa SkillsUSA and has at least a 2.5 overall grade point average at the time of this application and will notify State Officer Advisor if enrollment changes. I will provide transportation for the officer to all required meetings and will provide the State Officer Advisor my cell phone number in the event of an emergency.

Chapter Advisor Signature

Iowa SkillsUSA Post-Secondary State Officer Candidate Application Form

Candidate's Name:	School/Chapter:
Home Address:	
City:	Zip:
Home Phone No.:	
Parent/Guardian Name:	
Parent/Guardian Email:	
Advisor's Name:	
Advisor's Email:	
Advisor's Cell Phone No.:	
Advisor School Phone No.:	

If elected, my choice of office would be (please indicate by placing a 1, 2, 3,...etc) in the space provided, with 1 being your first choice and 6 being last choice.

___ President	___ Vice President
___ Secretary/Treasurer	___ Reporter/Historian

If elected, I will actively serve as a member of the SkillsUSA State Officer team, attend all meetings, and comply with the Code of Ethics. I will participate in the Fall, State, and National Leadership Conferences, and abide by the SkillsUSA Constitution. I understand that failure to do so will result in forfeiture of my office. I have completed all documents to run as an officer candidate myself and to the best of my knowledge.

Officer Candidate Signature

I support my student running as a SkillsUSA State Officer Candidate. I understand this may require my student missing school and require attendance at numerous meetings throughout the year.

Candidate Guardian Signature (If under 18)

The above candidate is a member in good standing of Iowa SkillsUSA and has at least a 2.5 overall grade point average at the time of this application and will notify State Officer Advisor if enrollment changes. I will provide the State Officer Advisor my cell phone number in the event of an emergency.

Chapter Advisor Signature

STATE OFFICER CODE OF ETHICS

As an Iowa SkillsUSA **State Officer**, I understand and agree to the Officer Code of Ethics:

To forego and tobacco alcohol while involved in official or assigned activities

To consider romance of any type with other state officers as “off limits” during my year as a state officer

To fulfill, by established deadlines, all responsibilities and assignments of the elected office and to be willing to take and follow instructions as directed by those responsible for them

To serve as a member of the officer team by always maintaining a cooperative attitude

To use wholesome language in all speeches and informal conversations

To maintain proper dress and good grooming in all occasions

To avoid places or activities that in any way could raise question as to moral character or conduct

To avoid participation in and actively discourage any conversations which belittle or downgrade fellow members, officers, and/or adults

To treat all members equally by not favoring one over another

To behave in a manner that conveys and commands respect without any air of superiority

To maintain dignity while being personable, concerned, and interested in fellow members

To remain in good standing with local chapter throughout entire term of office.

State Officers of SkillsUSA will use discretion when using online social networking websites. Each state officer who has or creates a profile online will make all profiles available to the State Officer Advisor and State Director for inspection.

- Online profiles should not include:
 - Obscene images or text
 - Political activities or affiliation
 - Photos or references to use of alcohol, tobacco, or illegal drugs.
 - Hateful, discriminatory or threatening text
 - Other content deemed inappropriate

I further understand that if I do not abide by the **Iowa SkillsUSA State Officer Code of Ethics**, I may be relieved of duty and the State Officer Advisor and State Director will declare my office vacant. If removed from office, I will return any officer materials to the State Officer Advisor within two weeks of dismissal.

(Signature) _____

(Date) _____

Iowa SkillsUSA

General Information & Study Guide

Name
School

1. What is the mission of SkillsUSA?

2. What was the original name of SkillsUSA and when was it changed?

3. What is the SkillsUSA Framework and what does it do?

4. Where is the SkillsUSA headquarters?

5. When is SkillsUSA Week?

6. Who is the Executive Director of SkillsUSA?

7. Who is the Iowa SkillsUSA State Director?

8. Who is the Iowa SkillsUSA State Officer Advisor?

9. Name the current SkillsUSA Iowa State Officers and their positions.

10. How many state officer candidates may each chapter have?