

# SkillsUSA Officer Duties

## President

### MAJOR DUTIES

- Presides over chapter meetings, using proper parliamentary procedure
- Works with other officers to prepare agenda
- Represents SkillsUSA in school and community functions

### CANDIDATES:

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## Vice President

### MAJOR DUTIES

- Presides at meetings and other functions in the absence of the chapter president
- Supervises all committees
- Serves as program chairperson, introduces programs at chapter meetings

### CANDIDATES:

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## Secretary

### MAJOR DUTIES

- Maintains all chapter records
- Records minutes of all meetings
- Handles all chapter correspondence

### CANDIDATES:

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## Treasurer

### MAJOR DUTIES

- Keeps records of chapter funds
- Collects annual dues from members
- Prepares financial statements, including annual financial statement

### CANDIDATES:

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## Reporter

### MAJOR DUTIES

- Writes news stories on chapter activities
- Contacts school newspaper and the local news media about SkillsUSA-VICA events
- Gets acquainted with local news editors

### CANDIDATES:

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## Parliamentarian

### MAJOR DUTIES

- Oversees proper business procedure of all chapter meetings
- Serves as consultant and expert on parliamentary procedure using adapted resource materials

### CANDIDATES:

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Consult the *SkillsUSA Leadership Handbook* for a complete list of official duties for each office.