



Chapter Officer Selection

Sample Application





Student candidates run for a chapter office without knowing what position they will hold. Following the election, a committee of teachers and high school officers selects the new officers for specific positions (chapter president, vice president, secretary, treasurer, reporter, parliamentarian, sergeant of arms) based on their responses to written questions, teacher recommendations, and an interview.



Return All Materials by 3:00 pm on Wednesday, April 16, 2025



Teacher Letters of Recommendation

In addition to this completed application and statement of intent, please collect TWO teacher recommendation forms from your junior high school teachers. The recommendation forms can be found at the end of the application. These recommendation forms should be submitted by the teacher (NOT BY THE STUDENT) via email or mailbox or delivered in person as indicated on the recommendation form.



Parent Agreement Form



Officer Candidate Agreement Form



Written Response Questions

Use the SkillsUSA Officer Positions and Duties and SkillsUSA Framework pages to answer the questions found in **Google Classroom**.

1. Using the SkillsUSA Framework, why do you feel you would make a good SkillsUSA officer?
2. If you were elected as a SkillsUSA officer, what would be your main goal for the chapter?
3. Give me an example of when you overcame obstacles or roadblocks to accomplish a goal. Explain.
4. What impact does personal integrity have on the success of a team?
5. Time Management, flexibility, and responsibility are essential leadership qualities. What other commitments do you have that would require these skills?
6. What officer position do you feel most qualified to hold if you could choose? Why? This does not mean you will be placed in this position if elected.

SkillsUSA Officer Positions and Duties

President

- Guides the chapter and officer team in setting goals
- Presides over the meeting
- Keeps members informed and maintains order
- Sign the chapter certificates and the necessary documents

Vice President

- Presides over meetings when the president cannot
- Responsible for managing the chapter's committees to complete the work of the chapter
- Carries specific responsibility for program planning
- Assists the president and assumes the presidency if the position is vacant before the end of the term

Secretary

- Keeps all the chapter records
- Advises the president on agenda matters and assists in preparing the meeting agenda
- Takes notes and prepares minutes of each meeting
- Oversees all chapter correspondence

Treasurer

- Maintains membership records
- Keeps a record of all chapter funds
- Maintains records of chapter income and expenditures
- Oversees the chapter budget

Reporter

- Communicates news to chapter members, administration, school community, and the public
- Captures photographs and videos of chapter activities
- Uses a variety of communication tools to manage the image of the chapter, including local newspapers and radio
- Writes news releases and writes captions for photos

Parliamentarian

- Has a working knowledge of parliamentary procedure or a willingness to learn
- Works with the president to ensure that parliamentary procedure is followed
- Become familiar with and refer to Robert's Rules of Order during meetings.

Sergeant-at-Arms

- Set up chairs, tables, and other meeting materials, ensuring the space is ready for members.
- Assisting with audio-visual setup and other logistical needs for guest speakers.
- Keeping track of member attendance at meetings.
- Being responsible for the care and storage of club equipment and materials, such as banners, lecterns, and other meeting supplies.
- Assisting the President and other officers with errands and tasks to ensure a smooth meeting process.

Important SkillsUSA Framework Essential Elements for Chapter Officers

Adaptability/Flexibility: Embracing change and fostering creativity and being resilient.

Communication: Sending and receiving clear messages through conversation, speaking, questioning and listening.

Integrity: Doing the right thing in a reliable way.

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

Planning, Organization, and Management: Designing and implementing processes to complete projects and tasks at established standards of quality.

Professionalism: Behaving in alignment with SkillsUSA standards to display a positive image.

Responsibility: Taking ownership of one's work performance, behavior and actions as a SkillsUSA Officer

Self-motivation: Establishing a passion for life and career.

Teamwork: Working with others to achieve a common goal.

Work Ethic: Being committed to punctuality, meeting deadlines and following established policies and procedures to meet the responsibilities of SkillsUSA Office.



Parent Agreement

I _____, hereby approve of my son/daughter,
_____, running/becoming a Chapter Officer of SkillsUSA for
the 2025-2026 school year.

- I realize that my child is responsible for their officer duties and will uphold them to the best of their ability.
- I further understand that my child is required to be at all SkillsUSA Meetings and Officer Team Meetings on time, or he or she will be subject to the penalties associated with absence and tardiness.
- I am aware that repeated absences (no more than three) from official SkillsUSA meetings and functions will result in my student's early dismissal from the SkillsUSA Officer Team. (If elected we will discuss excused absences in relationship to athletics and other organizations.)
- I understand a chapter officer must maintain a passing grade in all courses. My child's educational journey is valued as a SkillsUSA member and Officer.
- I understand a chapter officer's experience within SkillsUSA may not include disciplinary referrals related to insubordination, classroom disruptions, truancy, substance abuse, or gross misdemeanors. SkillsUSA officers may be removed from office for disciplinary referrals related to the above choices.
- I understand that my child, as an Officer Team member, is expected to act responsibly at all meetings, activities, and events and as a leader.

Parent/Guardian Signature: _____ **Date:** _____

Officer Candidate Agreement

I _____, am interested in running/
becoming a Chapter Officer of SkillsUSA for the 2025-2026 school year.

- I understand I am responsible for my duties as a SkillsUSA Officer and will uphold them to the best of my ability.
- I further understand I am required to be at all SkillsUSA Meetings and Officer Team Meetings on time, or I will be subject to the penalties associated with absence and tardiness.
- I am aware that repeated absences (no more than three) from official SkillsUSA meetings and functions will result in my student's early dismissal from the SkillsUSA Officer Team. (If elected we will discuss excused absences in relationship to athletics and other organizations.)
- I understand a chapter officer must maintain a passing grade in all courses. My educational journey is valued as a SkillsUSA member and Officer.
- I understand that eligibility is checked weekly on Friday mornings. If I am academically ineligible, I understand that I will be excluded from any functions, including conferences, until I am once again academically eligible.
- I understand a chapter officer's experience within SkillsUSA may not include disciplinary referrals related to insubordination, classroom disruptions, truancy, substance abuse, or gross misdemeanors. SkillsUSA officers may be removed from office for disciplinary referrals related to the above choices.
- I understand as an Officer Team member I am expected to act responsibly at all meetings and activities/events and as a leader and representative of the school.

Applicant Signature: _____ **Date:** _____

SkillsUSA Chapter Officer Application

Teacher Recommendation Form

Instructions to Applicant: Select two teachers to complete the form. The teacher should fill out and return the form. **The student should NOT see this form.**

Instructions to the Teacher: Please fill out the form about the applicant to the best of your knowledge. Please offer any comments or knowledge that you think may be helpful in selecting the 2025-2026 SkillsUSA Chapter Officer Team. Return the form via email, mailbox, or hand delivery. **The student should NOT see this form.**

Applicant Name: _____

Teacher: _____

Teacher Signature: _____

Please rank the applicant in the following areas and provide any additional comments you think may be helpful to the selection committee.

1 = limited ability to demonstrate trait

5 = average ability to demonstrate trait

10 = exceptional ability to demonstrate trait

Teamwork: ability to work within a team setting with a variety of individuals

1 2 3 4 5 6 7 8 9 10

Comments:

Discipline: ability to work on and complete necessary tasks with minimal guidance

1 2 3 4 5 6 7 8 9 10

Comments:

Leadership: ability to set a positive example for others

1 2 3 4 5 6 7 8 9 10

Comments:

Responsibility: ability to accept responsibility for actions and follow through

1 2 3 4 5 6 7 8 9 10

Comments:

Time Management: ability to manage time wisely and attend to all responsibilities

1 2 3 4 5 6 7 8 9 10

Comments:

Dedication: ability to stay committed to an activity or task for an extended period of time

1 2 3 4 5 6 7 8 9 10

Comments:

Additional Comments: