



**SkillsUSA**  
M A I N E



# College/PS State Officer Candidate Information Packet

**IGNITE**  
YOUR POTENTIAL

**2024 - 2025**

Am I a good candidate to be a state officer?

- ✓ I can interact maturely in official settings
- ✓ I like to plan functions
- ✓ I can work as part of a team and as an individual
- ✓ I want to be a supportive part of an organization
- ✓ I want to better myself by taking on a leadership role
- ✓ I may not be good at public speaking, but I want to learn!

## **Top 5 reasons to be a SkillsUSA Maine State Officer!**

- Participate in leadership training through once in a lifetime experiences
- Travel and see new places
- Meet new people and gain lifelong friendships
- Learn the true value of teamwork
- Wear stylish SkillsUSA attire



Dear State Officer Candidate,

Welcome to the first step in what could be an exciting year with SkillsUSA Maine. We thank you for the commitment you are making. Running for state office can be a challenging and exciting process. You will be running for an officer slot, not a specific position. Positions will be chosen after the completion of officer training in April 2025.

This application packet includes the following:

- Calendar of events
- First Officer Deposit
- List of other financial expectations
- Officer code of conduct
- Skills for a successful State Officer

Competition:

Competition will take place during the State Leadership and Skills Conference, March 14th and 15th.

Exact locations and times will be coordinated with you and your advisor prior to the conference.

• Competition will include:

- Campaign
- Display presentation
- Interview
  - Reciting the SkillsUSA Pledge
  - Naming 1 part of the SkillsUSA creed and its importance to you
  - Questions about you and why you are interested in being a state officer

The state officer team will be announced at Closing ceremony - March 15, 2025.

Harold Casey  
Executive Director



## State Officer Calendar of Events

February 26, 2025	Candidate Informational Zoom Call
March 14-15, 2025	Candidate Competition
April 8-10, 2025	Statewide Advisor Meeting and State Officer Training
May 21, 2025	State Officer Zoom Call
June 20-22, 2025	Leverage Training (paid for by officer - <b>OPTIONAL</b> )
June 23-27, 2025	National Leadership and Skills Conference – Atlanta, GA
August 15-16, 2025	State Officer Workshop
September 11-12, 2025	State Officer Meeting and Advisor Meeting (Bangor)
September 20-24, 2025	Washington Leadership Training Institute - <b>OPTIONAL</b>
October 2025	Region One Officer Training - <b>OPTIONAL</b>
October 23-24, 2025	Fall Leadership Conference
December 4-5, 2025	State Officer Meeting and Advisor Meeting (Bangor)
February 5-6, 2026	State Officer Meeting and Advisor Meeting (Bangor)
March 12-13, 2026	State Leadership and Skills Championships

\*\* Other zoom calls be scheduled as needed.

## Officer Expectations

The success of the SkillsUSA Maine Program for any SkillsUSA year depends largely upon the strength of its student officers. Strong student officers begin with high quality candidates and the local selection process is key in assuring the quality of the candidates.

The officer's expectations are as follows:

1. To serve as a key student ambassador by being the primary link between college/ps students and the state office.
2. Be able to work with people and encourage them to work for the benefit of SkillsUSA Maine
3. To be informed about activities throughout the state and move SkillsUSA Maine in a positive direction
4. Solicit the ideas of the members without interjecting his/her personal opinion
5. Attend all meetings and conferences as required
6. You might be able to compete at the 2026 State Championships. You will need to have a discussion with and approval from the State Director.

## Skills for a Successful SkillsUSA Maine State Officer

- A high level of maturity is needed in order to work independently and as a team.
- Mature interpersonal skills
- Communicate effectively with supervisors, peers, and clients, respond appropriately to supervision and feedback.
- Committed to civility, respect and empathy with others
- Presents themselves professionally, dresses appropriately for the program and maintains good hygiene.
- Great time management skills, be dependable and reliable

- Maintain regular and punctual attendance for all meetings and events.
- Able to organize time and prioritize tasks
- Follow written and verbal directions.
- Active learner
- Willing and able to ask for help.
- Demonstrate honesty, integrity/ethics, service and dedication at all times

## **Financial Responsibilities**

### **In State Meetings and Conferences**

All in-state meetings, Fall Leadership Conference and SLSC are covered for each officer once they are elected.

### **Officer Deposit**

A deposit of \$100 is required of all new officers. This deposit will be returned at the completion of your term. Failure to complete your term results in the forfeiture of the deposit. This payment is due by April 8<sup>th</sup>.

### **Leverage Training - OPTIONAL**

This happens the weekend before the NLSC in Atlanta. The cost for this training is \$750 per officer and includes leverage registration, hotel, meals for the three days.

### **NLSC**

SkillsUSA Maine Policy 255 states that all officers will pay at a minimum 10% of the cost for attending the National Leadership and Skills Conference. For reference last year it was \$375 per officer.

### **Washington Leadership (WLTI) - OPTIONAL**

This event is held the third week of September. The cost for this training is \$1800. All officers are required to only pay \$300 to attend this event. The state will cover the rest of the cost.

### **Region One Leadership - OPTIONAL**

This event is held in October. The cost for this training is \$1400. All officers are required to only pay \$300 to attend this event. The state will cover the rest of the cost.

## **STATE OFFICER UNIFORMS**

State officers are expected to convey the image of SkillsUSA Maine at all times when acting in an official capacity. Accordingly, officers will be expected to wear SkillsUSA attire when

participating in state meetings, attending conferences, representing the state before business or other partners. The officer's chapter must ensure that the officer has access to an appropriately sized SkillsUSA red blazer. If the cost of the blazer will be detrimental to the local chapter, SkillsUSA Maine will provide a loaner blazer. The student will be responsible for appropriate shoes, dress pants, ties, etc. as required for official dress.

The state SkillsUSA office will provide the officer with a name badge, polo(s), and other attire deemed necessary by the state director.

### **OFFICER TRAVEL**

Because student-teacher travel policies differ among school systems, advisors of candidates must clear with their school system the ability for students to travel with their advisor to all meetings. This may require a change in the advisor's personal automobile insurance policy or special permission given by the parents and/or school officials. State officers may be permitted to travel to/from an event with parent(s)/guardian(s) or instructors from other schools as long as both schools are in agreement. If the state officer is to take their own private vehicle, they must get a letter from their schools Director authorizing the state officer to drive themselves and this must be presented to the State Officer Advisor upon arrival. SkillsUSA Maine will not assume liability for student travel.

SkillsUSA will not reimburse chapter advisors or schools for mileage and/or expenses resulting from having a state officer.

## State Officer Code of Conduct Agreement

As a state officer, you represent SkillsUSA Maine at your school, in your community, and at state, regional, and national meetings. Election to state office is an honor that also carries with it responsibilities. The state officer team is responsible for the efficient function of SkillsUSA Maine and assuring the purpose of SkillsUSA is protected.

As a state officer, I agree to adhere to the following rules and regulations at all times during the term of my office:

- I will, at all times, follow the rules set forth in my career center's policies for behavior, attendance, and minimum point average for participation in activities.
- I will forfeit my office if I quit school, become suspended, or expelled.
- I will maintain at least a 2.50 GPA on a 4.0 scale and will submit copies of all report cards to the state officer advisor when received. Should a state officer receive a "D" or "F" grade, the state officer will be put on probation for a single term to bring up the grade. If grades do not improve, the officer will forfeit his/her office.
- I will attend school each day it is in session, unless I am on a SkillsUSA assignment or an approved absence based on local school district policy. I will make up all the work missed in classes.
- I will forfeit my office if, after the beginning of the school year, I change my residence from the school where I was elected, unless I transfer to a school and enroll in another approved CTE program in the state of Maine.
- I will spend each night in the room of the hotel to which I am assigned.
- I will, at all times, respect all public and private property. I understand that damages to any property or furnishings in hotel rooms, private accommodations and buildings will be paid for by the state officer at his/her own expense.
- I will strictly abide by the curfew established and shall respect the rights of others by being as quiet as possible after curfew.
- I will not remain in a hotel room of the opposite sex unless permission has been granted by the state director, assistant state director, or the state officer advisor and the door remains fully open at all times.
- I will not leave the hotel to which I am assigned without the express permission of the assigned state staff person.
- I will refrain from the use of alcoholic beverages, tobacco, and drugs, unless I have been ordered to take certain prescription drugs by a licensed physician, at which time I will always have the orders of the physician on my person and a copy given to the State Officer Advisors.
- My conduct will be exemplary at all times. I will treat all members equally. I will avoid places and actions that in any way could raise questions as to moral character or conduct. I will behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon the SkillsUSA organization.
- I will respect all authority.

- I will accept state SkillsUSA assignments and follow instructions as directed by those responsible for them.
- I will communicate to the state officer advisor and state director any circumstances in which I am unable to attend the required meetings or conferences.
- I will keep the assigned state staff person informed of my whereabouts at all times.
- The state officer will either fundraise the necessary amount to attend conferences or cover any remaining balance that hasn't been fundraised.
- I will attend all activities that I am assigned or registered to, and I will be on time.
- I will adhere to the required professional dress code at all times (including hair color, piercings and tattoos).
- I will attend the functions required of a state officer as listed on the schedule of activities for state officers.
- As a State of Maine SkillsUSA Officer, I must attend all meetings and activities deemed necessary by the SkillsUSA State Director.