

Maryland SkillsUSA State Officer Application Packet

2024 -2025

Application submission deadline - February 15, 2024



Summary of Contents

Section 1: Roles, Requirements, and Responsibilities

Section 2: State Officer Candidate Procedures

Section 3: State Officer Application Instructions

Section 4: Candidate Tips

Section 5: Personal Data Form

Section 6: Application Essay

Section 7: State Officer Code of Conduct

Section 8: Memorandum of Understanding

Roles, Requirements, Responsibilities



Position Title:	SkillsUSA Maryland State Officer
Work Location:	Various locations around the state of Maryland
Classification/Duration:	May 2024 – June 2025
Hours:	Two to 10 hours or more per week. (Trainings, assignments, activities, pre-work, meetings, conferences)
Reports to:	Maryland State Officer Advisor(s)
Application Process:	Submit completed application by February 15, 2024 and participate in the state officer election process

MINIMUM REQUIREMENTS

Candidates should meet the following requirements:

- 1. Be a rising junior or senior, with at least one full year remaining in high school.**
- 2. Have an active SkillsUSA membership status (registered and paid dues).**
- 3. Enrolled in a trade, industrial, technical, or health occupations program of study or course.**
- 4. Attend all required events and conferences, and ability to meet the Travel Requirements below.**

TRAVEL REQUIREMENTS

All officers must be available and allowed to travel for meetings, training, events throughout their year of service, and some travel may require overnight stays. State Officers are required to have an Advisor chaperone accompany them to all meetings. School Advisors/Administrators are responsible for the transportation of State Officers to and from all meetings and required events.

PREFERRED REQUIREMENTS

It is preferred that candidates have experience supporting their local chapter and have participated in/completed the following: Fall Leadership Conference, Leverage training, Engage training, Framework Certification, competitions. State Officer candidates should also have strong knowledge of the SkillsUSA organization, components of the SkillsUSA Framework, and Career and Technical Education (CTE).

STATE OFFICER RESPONSIBILITIES

If elected, all State Officers will be required during their year of service to:

1. Participate in State Officer Training (May 4-5, 2024 at Maritime Conference Center*)
2. Attend all scheduled state officer meetings, adhere to all Travel Requirements, and contact a State Officer Advisor in advance if unable to attend (August 2024 – April 2025 at various locations TBD*).
3. Attend all state-sponsored events including, but not limited to, Officer Interview Day, Joint Officer Training, Fall Leadership Conference, SkillsUSA Maryland Leadership and Skills Conference (State Championship), SkillsUSA Officer Training, SkillsUSA National Leadership and Skills Conference (NLSC).
4. Complete all assigned responsibilities and assignments, on time and in a professional manner.
5. Earn the *Framework Certification* credential.
6. Maintain a minimum 2.5 / 75% GPA or higher throughout the term of office.
7. Obtain an official SkillsUSA blazer with the current “SkillsUSA” logo.

The following procedures will be followed for failure to abide:

The State Officer Advisors will convene to discuss the infraction and notify the SkillsUSA Board of Directors. Failure to uphold any of the responsibilities, or violation of the Code of Conduct may result in one of the following actions:

- Written warning to State Officer/notification of SkillsUSA chapter advisor.
- Communication with parents/guardian and/or school administrator.
- Removal from Office

Any officer who violates the SkillsUSA Code of Conduct at meetings or state-sponsored events, or is suspended from school, or arrested, will be removed from the SkillsUSA Maryland Officer Team.

****Dates/locations are tentative. All dates and locations are subject to change.***

State Officer Candidate Procedures



1. **Submit the completed application and all applicable documents to Mr. Charles Wallace by February 15, 2024.**
2. **Pass the SkillsUSA Maryland State Officer online exam with a minimum of 80%**
 - a. **Candidates are allowed only one attempt to take the exam.**
 - b. **The exam will be based on attributes of SkillsUSA.**
 - c. **Administered/proctored by your Chapter's Lead Advisor.**
3. **Participate in an Interview Panel hosted by the current State Officer Team (March 9, 2024*)**
 - a. **Recommendation from the Interview Panel is required to campaign.**
4. **Campaigning will occur at the Maryland State Leadership Conference (State Championship at the Marriott BWI Hotel. Instructions for campaigning are as follows:**
 - a. **Materials:**
 - i. **One 8-foot table will be provided. All campaigning materials will be confined to designated areas.**
 - ii. **Attaching to any wall surfaces is prohibited.**
 - iii. **Food, gum, and candy is not allowed to be distributed during campaigning.**
 - b. **Staff members and advisors are discouraged from being in the campaign area prior to the Delegate assembly.**
 - c. **All campaign materials must be removed immediately following the Delegate Assembly.**
 - d. **All officer candidates will give a campaign speech (no longer than three minutes) at the Delegate Assembly.**

Failure to abide to the Candidate Procedures will deem the candidate ineligible and will be asked to leave the State Officer campaign. Any questions or clarification on procedures can be directed to the State Officer Advisors and/or the State Director.

**Dates/locations are tentative. All dates and locations are subject to change.*

State Officer Application Instructions



(All forms, documentation, and essay(s) **must be typed in 12 Arial font, single spaced.** No exceptions.) A completed application packet will include the following:

- Completed personal data form.
- Completed State Officer Application Essay.
- Letter of recommendation from your Career & Technical Education instructor.
- Letter of recommendation from your Career & Technical Education principal or, if applicable, your high school principal.
- Signed “Memorandum of Understanding” Form.

All applicants must review the candidate packet thoroughly and submit the completed packet with all required documents no later than **February 15, 2024**. Applications may be submitted electronically, but all original documents must be received before the State Officer Candidate Interviews. Failure to follow application instructions and/or incomplete applications will not be considered. Please mail all original documents to:

Maryland State Department of Education
C/O Charles Wallace/OCCP
200 W. Baltimore Street
Baltimore, MD 21201

Candidate Tips



CANDIDATE TIPS

** You should be prepared to address the following items during the testing, state officer interviews, and/or the delegate session.*

- 1. Knowledge of the Opening and Closing Ceremonies** Be familiar with the opening and closing ceremony.
- 2. Parliamentary Procedure**
 - a. Demonstrate knowledge of each type of motion that is listed in Robert's Rules of Order.
 - b. Know the proper procedure for making a motion, amending it, and voting on the motion.
- 3. Know the Following**
 - a. SkillsUSA Pledge, Creed, Motto, Purposes, Mission Statement, Current Theme.
 - b. The Pledge of Allegiance to the American Flag.
 - c. Current National and State Director
- 4. SkillsUSA Knowledge Test**

This will be administered during state officer orientation.
- 5. The SkillsUSA Framework**

Be familiar with the SkillsUSA Framework and Essential Elements.
- 6. The SkillsUSA Chapter Excellence Program**

Be familiar with the SkillsUSA Chapter Excellence Program and its contents.
- 7. The SkillsUSA Program of Work**

Be familiar with the SkillsUSA Program of Work and its categories and activities.

Personal Data Sheet



Name:

Home Address:

Street:

City/State/Zip:

Cell Phone:

Date of Birth:

Personal Email:

Parent/Guardian(s) Name:

Address (if different from above):

Cell Phone:

Career & Technical School:

County:

Career & Technical Program:

Grade entering 2024-2025 School Year:

Occupational Goal:

List offices held at the local level:

Have you earned your Statesman or Advanced Statesman Awards at Fall Leadership Conference?

List any/all extracurricular activities including job/work obligations (list seasons, dates, and/or applicable times): *For example: Soccer (Fall, August – November, Mon – Wed 4-6pm practices, Saturday games) or Dunkin Donuts (Usually Mon – Thurs, 5-9 pm, Schedule Varies)*

Application Essay



The State Officer Application Essay may be typed in a separate document but must adhere to the application instructions (12 Arial font and single spaced). Please include the following heading:

Name, Date
Application for Maryland SkillsUSA State Officer

Please answer the following the questions thoroughly in your essay:

What State Officer position would you feel best suits you and why?

Why would serving as a state officer be important to you?

List characteristics, traits, or experiences that you will bring to this office, if elected.

Please include your personal journey with SkillsUSA and how that would impact on your role as a state officer.

State Officer Code of Conduct



The privilege of serving as a SkillsUSA Maryland State Officer carries with it the responsibility of representing the organization and serving as a role model to fellow SkillsUSA members throughout the State.

Because of the high level of responsibility inherent to the position, certain standards are expected of students taking on the role of state officer. This contract is intended to make the student, parents, and school administrators aware of the high standards expected of individuals who serve as a SkillsUSA Maryland State Officer.

As a State Officer of SkillsUSA Maryland, I agree to adhere to the following code of conduct:

- I will respect all public and private property.
- I will use all social media outlets in a professional and appropriate manner.
- I will spend each night in the room of the hotel/motel to which I am assigned.
- I will abide by the curfew established and respect the rights of others by being as quiet as possible after curfew.
- I will not be in a hotel/motel room with a member of the opposite sex unless the door is completely open.
- I will not consume alcohol or use illegal drugs.
- I will adhere to the dress code for all SkillsUSA functions. (Formal uniform will follow National Guidelines as stated in the current SkillsUSA Handbook. Casual dress as appropriate for business. *If attire is provided by the state, officers are expected to maintain and wear that attire to appropriate meetings.*)
- I will not smoke during official or unofficial SkillsUSA activities.
- I will conduct myself in a professional manner at all times.
- I will respect my advisors and fellow officers at all times.
- I will not behave inappropriately nor will I use inappropriate language or gestures.
- I will not use my cell phone during official duties as an officer.

Use of Social Media: As an officer, you represent thousands of student and professional members across the State and hundreds of thousands across the country. In-person and through social media outlets, your conduct and behavior must consistently reflect the high standards and professionalism of the organization that you serve. When using any social media apply the following test: "Would my parent, advisor, principal or state director approve of this content being posted?"

Teamwork is vital to the successful operation of the organization and is expected from each and every member. Officers must be prepared to work professionally with fellow officers and to discuss a range of ideas and perspectives.

State Officer Advisors will provide mentorship and guidance to assist in adhering to the SkillsUSA Code of Conduct, and will be responsible for monitoring and/or reporting any infractions. As a State Officer, you will respect that authority and understand that you may be asked to resign the position if you do not abide by the Code of Conduct or properly perform assigned responsibilities.



Memorandum of Understanding

As a SkillsUSA State Officer applicant, I have reviewed and understand the roles, requirements and responsibilities for state office outlined in the Application Packet for 2024-2025. I am also aware of the procedures and consequences for failure to abide by any of the instructions, responsibilities, or violation of the SkillsUSA Code of Conduct.

By signing below, we agree to the above and attest that all information submitted as part of this application packet is accurate and true to the State Officer Applicant.

Student Officer Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

TO BE COMPLETED BY THE SkillsUSA ADVISOR AND PRINCIPAL

We submit that the student named on this application is worthy of representing Career & Technical Education as an officer of the Maryland Association of SkillsUSA and certify that he/she is a registered SkillsUSA member and has met the requirements to apply for state office as outlined in this Application Packet for 2024-2025. *We are also aware of the procedures and consequences for failure to abide by any of the instructions, responsibilities, or violation of the SkillsUSA Code of Conduct.*

As the SkillsUSA school advisor and school administrator, we will monitor student officer’s GPA at the end of each grading period. **We have reviewed the transportation requirements outlined in this application and understand it is the responsibility of the local chapter to transport and chaperone elected officers to all meetings and events.**

By signing below, we agree to the above and attest that all information submitted as part of this application packet is accurate and true to the State Officer candidate.

Chapter’s Lead Advisor (print name)

Chapter’s Lead Advisor (signature)

Career & Technical Education Principal (print name)

Career & Technical Education Principal (signature)

*The ultimate decision for attendance at state meetings and functions will be the responsibility of the student officer’s school administration when and if inclement weather or local policies are an issue. Documentation from a school administrator may be requested. ***Dates/locations are tentative. All dates and locations are subject to change.***