

Colorado SkillsUSA
2024-25
State Officer
Program Guide

Foreword

The State Officer Program Guide was created to assist SkillsUSA advisors and members in preparation for state officer candidacy.

It provides an overview of the state officer program from beginning (candidacy) to end (completion of year of service). Each section of the State Officer Program Guide provides information for advisors, members and parents in understanding the expectations of a state officer, as well as clarifying the qualifications, rules and details of candidate events.

In addition, we have provided preparation suggestions and resources for state officer candidates.

We hope this all-encompassing resource will aid our stakeholders in better understanding the state officer election process as well as give an insight into the goals and objectives of the state officer program and the expectations of the state officers once they are elected.

Contact Information for Questions

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SkillsUSA State Officer Program Guide

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During the State Leadership and Skills Conference each year, SkillsUSA Colorado delegates from across the state elect six high school and six college/postsecondary officers to serve as student leaders for the organization – state officers. These student leaders serve in a variety of roles throughout their year of service. As leaders, they serve as communicators, advocates, and facilitators.

The state officer team leads our state conferences, including the SkillsUSA Colorado Fall Leadership Conference and the SkillsUSA Colorado State Leadership and Skills Conference. The state officer team also serves local chapters and teaches members skills from the SkillsUSA Framework to help them become career-ready.

Being a state officer is one of the personal growth and student leadership experiences within SkillsUSA. The overall programs focus on three key essential elements of the SkillsUSA Framework: Leadership, Communication, and Service Orientation.

The skills learned through the state officer program will not only help these student leaders be successful in serving the organization, but the skills will also help them throughout their lives and future careers.

Section 1 — State Officer Job Description

Position Title:	SkillsUSA State Officer
Work Location:	Remote with travel opportunities for training and assignments
Classification/Duration:	May 1, 2024 – April 30, 2025.
Reports To:	State Director & Danika Silerio; State Officer Advisor
Application Process:	Complete the state officer application by March 15, 2024, and participate in the state officer election process.

ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school, and college/postsecondary students who are preparing for careers in career and technical education. SkillsUSA's mission is to empower its members to become world-class workers, leaders and responsible American citizens. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

SUMMARY

The primary role of a SkillsUSA state officer is to serve SkillsUSA at the local, state, and national level to support our organization's mission. Being a state officer means representing more than 2,100 SkillsUSA student members, as well as the principles and purposes of our organization at all times. In this role, an officer will communicate key organizational information, while also promoting career and technical education. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, and use effective time and stress management strategies.

MINIMUM REQUIREMENTS:

Candidates should meet the minimum requirements outlined in the state officer contract.

PREFERRED REQUIREMENTS:

The position requires strong SkillsUSA and CTE experience. Candidates should have had at least one year of SkillsUSA leadership experience, such as being a local or district officer with a willingness to continue their development.

TRAVEL REQUIREMENTS:

State officers must be available to travel for training and events throughout their year of service. After the election, the team will collaborate on availability and establish training dates and times.

ASSIGNMENTS

- Throughout the state officers' year of service, they will be engaged in several assignments including the SkillsUSA Colorado Fall Leadership Conference and the SkillsUSA Colorado State Leadership and Skills Conference. Additional assignments may include:
 - Complete the Career Essentials: Advanced or Adult Learner Course.

- o Bi-weekly Officer Meetings
- o Participation in CTSO State Officer Training.
- o Participation in Leverage.
- o Participation in the Washington Leadership Training Institute (optional).
- o Participation as a national delegate during the National Leadership and Skills Conference.

TRAINING SCHEDULE FOR THE 2024-25 STATE OFFICER TEAM

The below calendar serves as the minimum training and travel requirements for the 2024-25 SkillsUSA Colorado State Officer Team but does not include three hours of additional time dedicated to the office each week. Additional travel and/or assignments may be added at any time with advanced notice.

Task	Month
State Leadership & Skills Conference (State Officer Election Process) - mandatory	April 9 - 11, 2023
Post-Election CTSO State Officer Training - mandatory	June 10-12, 2024
State Officer Program of Work Training - mandatory	TBD
Leverage Conference - mandatory	June 22–24, 2024
National Leadership & Skills Conference - mandatory	June 24-28, 2024
Washington Leadership Training Institute - optional	September
State Fall Leadership Conference - mandatory	October/November
SkillsUSA Week - mostly virtual	February 3-7, 2025
CCCS Presentation - mandatory for President	February
Bi-Weekly virtual meetings - mandatory	TBD
Various Chapter and/or Business & Industry Visits	TBD
SkillsUSA Colorado Advisory Board Member	Quarterly Meetings
State Leadership and Skills Conference - mandatory	TBD

STATE OFFICER CONTRACT

State Officer Contract SkillsUSA Colorado

As a state officer of **SkillsUSA Colorado** (Name) _____ has the responsibility to represent all members of the state association. Your conduct must be exemplary at all times since you are always representing the organization. You may be meeting with students, advisors, administrators, business and industry representatives, government officials and educational leaders during your year of service. When you sign this **State Officer Contract**, it is with the understanding that your commitment to the year of service is substantial, as are the rewards of serving the organization. You will also be reaffirming the ideals of **SkillsUSA Inc.**

As a state officer of **SkillsUSA Colorado**, I agree to adhere to the following rules and regulations:

Conduct

- I will, at all times, represent SkillsUSA to the best of my abilities.
- I will, at all times, respect all property and the rights of others.
- I will, at all times, implement and support the SkillsUSA culture of inclusion and diversity.
- My conduct will be exemplary at all times, during and outside of SkillsUSA functions.
- If under 21, I will not use alcohol, tobacco and illegal substances. If over 21, I will forgo all alcohol, tobacco and illegal substances while representing SkillsUSA at events, functions, conferences, and during travel. (If applicable.)
- I will avoid places or activities that in any way would raise questions as to my moral character or conduct.
- I will not engage in any behavior that might be deemed sexual harassment which includes, but is not limited to, verbal, written or physical statements or actions to or about others.
- I will, at all times, use social media accounts appropriately. This includes not engaging in bullying or cyberbullying of others including threatening words or behavior; menacing, hazing, taunting or intimidation; the use of lewd, profane or vulgar language; verbal or physical abuse of others; or other threatening behavior toward others at any time.

SkillsUSA Program

- I will attend all trainings and activities as assigned and will be on time to all functions.
- I will complete all assignments given to me by my state officer advisors or SkillsUSA staff members on time.
- I will be prepared for all conferences and events by knowing my curriculum and will submit all written speeches at least one week prior to delivery.
- I will regularly communicate with my state officer advisor, state director and chapter advisor.
- I will monitor and use my social media accounts and my SkillsUSA email account appropriately at all times.
- I will immediately forfeit my SkillsUSA office if I am involved in any activity that is deemed detrimental to SkillsUSA, my school or my reputation, including being arrested and charged with a crime.
- I will adhere to the stated SkillsUSA dress code and grooming standards.

- I will respect SkillsUSA attire and will not inhale or smoke cigarettes, e-cigarettes, use a vape pen or any other substances while wearing clothing bearing the name or logo of SkillsUSA, including outdoor venues.
- I commit to an entire year of service that begins immediately on May 1, and that concludes on April 30, 2025.

School/Membership

- I will maintain active SkillsUSA membership as outlined in Article IV Section 5 of the SkillsUSA High School and College/Postsecondary Bylaws by being “enrolled in a coherent sequence of courses or career major” and attend classes at the school my SkillsUSA chapter is based.
- I will submit my name on a membership roster and pay SkillsUSA member dues for the year in which I am a state officer, no later than the deadline of March 1.
- I will attend school daily unless I am on official SkillsUSA business or other approved excursions or if I am ill. I will plan in advance for absences and make up any class work missed.
- I will maintain above-average grades in all my classes.
- I will immediately forfeit my SkillsUSA office if I am no longer enrolled in my school/training program due to dropping out, being suspended or expelled from school.

Traveling

- When traveling for SkillsUSA, I will abide by the curfew established.
- When traveling for SkillsUSA, I will spend each night in the room of the hotel to which I am assigned. I will not enter any hotel room other than the one to which I am assigned.
- When traveling for SkillsUSA, I will, at all times, respect all public and private property, including the hotel/motel in which I am housed.
- When traveling for SkillsUSA, I will keep the SkillsUSA staff in charge informed of my whereabouts at all times. I will not leave the hotel/motel to which I am assigned without the permission of the assigned SkillsUSA staff in charge of the event.

SIGNATURE PAGE

Student Signature

I understand and commit to all of the above statements and expectations, and I understand that there are consequences and potential disciplinary actions, including my removal from office, if at any time I fail to fulfill my duties as a SkillsUSA state officer. I understand that by signing this contract, if I violate any of the SkillsUSA Colorado State Officer Contract regulations and/or conduct myself unbecoming of a SkillsUSA Colorado State Officer, I may be brought before the appropriate discipline committee for an analysis of the violation. I further agree to accept the penalty imposed on me, understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation, even to the extent of being sent home immediately at my own expense when traveling or being removed from office. Proper notification of all violations and actions taken will be sent, as appropriate, to the SkillsUSA Colorado Advisory Board, school, and parents/guardians.

State Officer Signature

Date

Parent/Guardian Signature

The undersigned fully understands the SkillsUSA Colorado State Officer Contract and agrees with these guidelines. I understand and agree to all of the SkillsUSA Colorado State Officer Requirements if my student is chosen to serve as a State Officer. As a State Officer, I understand that my student will be under the direct supervision of the SkillsUSA Colorado State Director or their designee during official SkillsUSA events, which includes providing transportation. I further understand that SkillsUSA Colorado will arrange travel to/from events, attempting in all cases to have two or more students travel together, but at times my student may have to travel alone. In instances where this may be the case, SkillsUSA Colorado will notify me before travel. Furthermore, we are aware of the consequences of violating any of the above guidelines.

Parent/Guardian Signature (high school candidates only)

Date

School Signature

The undersigned fully understands the SkillsUSA Colorado State Officer Contract and agrees to comply with these guidelines and support the student named above to the best of our ability. Furthermore, we are aware of the consequences of violating any of the guidelines outlined in the State Officer Contract.

Chapter Advisor Signature

Date

School Administrator Signature

Date

Key Program Essential Elements

The state officers will participate in experiences that touch on all 17 Essential Elements within the SkillsUSA Framework. However, the state officer program will focus primarily on three key Essential Elements: Leadership, Communication and Service Orientation.

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

Communication — Sending and receiving clear messages.

Service Orientation — Meeting the needs of internal and external customers.

OVERALL PROGRAM OUTCOMES

As a result of the State Officer Program, the SkillsUSA mission is achieved by ensuring that the state officers are able to demonstrate proficiency in the following Essential Elements: Leadership, Communication and Service Orientation.

Leadership

- Exhibit the four primary characteristics of high-quality leaders as defined by SkillsUSA: trust, compassion, stability and hope.

Communication

- Develop and deliver effective communication about SkillsUSA and career and technical education that is written or oral and targeted at a variety of stakeholder audiences.

Service Orientation

- Demonstrate a high level of service to meet the needs of local, district and state stakeholders.

Section 2 — Bylaws Guiding the State Officer Election Process

High School Division Bylaws

ARTICLE VI — SECTION 2

1. STATE OFFICERS SHALL BE ELECTED TO AT-LARGE POSITIONS BY INTERVIEW OF A SELECTION COMMITTEE AND BALLOT BY THE VOTING DELEGATES AT THE ANNUAL STATE MEETING.
 - A. STATE OFFICER CANDIDATES MUST HAVE A COMPLETE APPLICATION ON FILE AND RECEIVE AN EMAIL CONFIRMATION FROM THE STATE ADVISOR OR STATE OFFICER ADVISOR OF FILE COMPLETION BEFORE THEY APPEAR ON THE BALLOT.
 - B. STATE OFFICER CANDIDATES MAY NOT CAMPAIGN IN ANY WAY BEFORE BEING INTRODUCED AT THE OPENING SESSION. THIS INCLUDES UNSOLICITED INTERACTION ON SOCIAL MEDIA. ANY OFFICER CANDIDATE FOUND TO BE ENGAGING IN CAMPAIGN BEHAVIOR WILL BECOME INELIGIBLE TO RUN FOR OFFICE OR TO SERVE AS AN OFFICER IF DISCOVERED AFTER THE ELECTION.
 - C. NO MORE THAN TWO (2) STATE OFFICERS MAY REPRESENT A SINGLE LOCAL CHAPTER IN ANY GIVEN SCHOOL YEAR.

College / Postsecondary Division Bylaws

ARTICLE VI — SECTION 2

1. STATE OFFICERS SHALL BE ELECTED TO AT-LARGE POSITIONS BY INTERVIEW OF A SELECTION COMMITTEE AND BALLOT BY THE VOTING DELEGATES AT THE ANNUAL STATE MEETING.
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 - B. STATE OFFICER CANDIDATES MAY NOT CAMPAIGN IN ANY WAY BEFORE BEING INTRODUCED AT THE OPENING SESSION. THIS INCLUDES UNSOLICITED INTERACTION ON SOCIAL MEDIA. ANY OFFICER CANDIDATE FOUND TO BE ENGAGING IN CAMPAIGN BEHAVIOR WILL BECOME INELIGIBLE TO RUN FOR OFFICE OR TO SERVE AS AN OFFICER IF DISCOVERED AFTER THE ELECTION.
 - C. NO MORE THAN TWO (2) STATE OFFICERS MAY REPRESENT A SINGLE LOCAL CHAPTER IN ANY GIVEN SCHOOL YEAR.

Section 3 — State Officer Election Process

State Officer Candidate Application and Submission

PREPARATION OF INFORMATION AND APPLICATION COMPONENTS

The [state officer candidate application](#) is available online only, but there are several items you need to prepare before starting the online application. The steps below will assist you in preparing your application.

The application deadline is **March 15, 2024**

Step 1

Ensure the state officer candidate qualifications are met as outlined in the above mentioned bylaws.

NOTE: Each state officer candidate shall be an active SkillsUSA member and eligible to retain active membership in the organization until the member completes the term of office, if elected. *Please double-check with your SkillsUSA state director and confirm dues for **chapter, state and national membership** were submitted by the state and national deadlines for the year you are running for state office.*

Step 2

If qualifications are met, request and gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in **PDF format** only as part of your online application.

Documents to be labeled (**First Initial_Last name_Document Title**), i.e.,
M_Smith_ChapterAdvisorSupportLetter.PDF

School Verification Letter

Verification letter from a school administrator indicating that:

Candidate is enrolled in a coherent series of courses or career major that prepares them for further education and/or employment and who are earning credit toward a high school diploma/certificate or its equivalent **and** plans to continue in the training program at least one more year.

Chapter Advisor Support Letter

This letter must be from the advisor of the chapter and confirm the candidate will be a member of **during term in office**, including a handwritten signature.

Leadership Resume

Current Transcript

Candidate Headshot

Signature Page (See Above)

Step 3

Gather the following information to complete the application:

Candidate Designation

Chapter

Division

SkillsUSA Membership

- o Have you paid chapter, state and national membership dues for the current year?

Candidate Information

First Name, Last Name

Candidate's Mailing Address

Date of Birth

Cell Phone #

Email

Special Needs

CTE Program

School Name

School Address

School Phone #

Which of the following activities have you participated in during your SkillsUSA membership?

- o Activate.
- o CTSO Kick-Off.
- o Chapter Officer.
- o Fall Leadership Conference (FLC).
- o Washington Leadership Training Institute (WLTI).
- o Voting Delegate at State Leadership and Skills Conference (SLSC).
- o President's Volunteer Service Award.

Travel Information

Name as it appears on your driver's license or official government ID

Correspondence Contact Information for:

SkillsUSA Chapter Advisor

Step 4

In **500 words or less**, prepare answers to the following questions. Use a word processing program to establish formatting and run spell check.

- I want to become a state officer because..
- As a state officer, I want to accomplish the following..
- I like my career and technical area because..
- The best thing about my instructor is..
- My long-term goal is..
- My dream job is..

Read, acknowledge and agree to the State Officer Contract you will be held to, if elected.

Read, acknowledge and agree to the candidate campaign policies and procedures.

Step 5

State Officer Candidate Application Forms

Download, print, complete and obtain signatures for the following documents.

Candidate Headshot

1. Head and shoulders shot (from chest up) – PORTRAIT (vertical) orientation only
2. Shoot against a plain, one-color wall, preferably white
3. Make sure photo is well lit, but try not to have any shadows on the wall, if possible
4. Wear SkillsUSA Official Dress Attire (wear only acceptable pins on jacket) or Business Casual
5. Do not use filters of any kind
6. Smile!

Once you have all the information gathered, you are ready to begin the application process at: [State Officer Candidate Application](#)

APPLICATION SUBMISSION AND DEADLINE

If you cannot complete the application in one sitting and would like to save your progress, follow the instructions at the bottom of the application screen. **If you do not complete the application and upload all documents within 30 days from the date you began the application, all information will be lost.**

Upon successful submission, you will receive a confirmation email.

The application deadline is **March 15**

You will be notified by **March 25**, if you are eligible to be an official candidate.

If selected, candidate orientation will be held **April 2**

Candidate Preparation

Below are the events held for state officer candidates. The procedures are important, and this section is devoted to assist in preparing candidates to attend and participate fully in the state officer election process.

Recommended Resources

- *SkillsUSA Member Handbook* — a thorough understanding of all sections.
- State Officer Program Guide.
- SkillsUSA Website www.skillsusa.org: Mission, Vision, Values.
- [The SkillsUSA Framework](#).
- Scenario Role-Play — Interview Practice. Interviewing knowledgeable individuals can be an effective way to learn a great deal about what you know, what you do not know and what you need to know.

INSTRUCTIONS, REMINDERS AND INFORMATION

Approved/verified state officer candidates will receive information upon their application being accepted to find instructions for virtual events, reminders for preparation work for each event and information to assist in that preparation.

There will be an orientation meeting held on April 2 @6pm. During this time, the state officer candidate schedule will be reviewed and there will be time held for questions.

INTERVIEWS

On April 9, candidates will participate in in-person interviews. The exact location and time will be disclosed during State Officer Candidate Orientation on April 2, 2024.

Interviews will be reviewed in real time by a panel made up of delegates from various chapters in Colorado. The interview will focus on your personal commitment to becoming a SkillsUSA state officer and will explore your experience in growth of the Essential Elements of the SkillsUSA Framework.

Candidates will be assessed using a rubric that is focused around the Essential Elements of the SkillsUSA Framework.

EXAM

Complete the written exam to be administered on April 10, 2023. The exam will include knowledge from SkillsUSA Framework and information found in the SkillsUSA Leadership Handbook.

Candidate Process

BUSINESS SESSIONS AND MEET THE CANDIDATE

During the State Leadership and Skills Conference on April 9 - 11, the business sessions and meet the candidate will be held.

CAMPAIGN POLICIES AND PROCEDURES

Online campaigning will be allowed from April 9 after the opening session.

Candidates should use the hashtag **#SkillsUSAStateOfficerCandidate** and via social media platforms to ensure the broadest reach for virtual campaigning.

Candidates and their representatives (chapter officers, advisors, campaign committee members, parents, delegates, members, etc.) *may NOT*:

- Disclose the candidate's intent to run for state office or campaign in any manner prior to April 9.
- Create, or use personal, chapter, state or state web pages, campaign websites, or custom/personalized electronic campaign apps for any type of campaigning.

Acceptable campaign formats include: SkillsUSA CONNECT, social media platforms, message boards, email messages, verbal communications and use of campaign slogans or hashtags.

Campaign efforts – electronic and otherwise – are ultimately the responsibility of the state officer candidate. Social media tools can be more difficult to monitor than some other campaigning methods, so candidates must be clear with anyone who may be campaigning on their behalf as to campaign policies and procedures.

When using social media platforms for campaigning, keep in mind candidates represent their local chapter, state and state SkillsUSA in every post, photo and comment. Use the following Social Media Guidelines to ensure a successful campaign:

- **Be Professional** – Your digital presence, whether posted by yourself or by someone on your behalf, should be truthful, positive and spotlight your best self.

- o **Be Fair** – Post only during the approved dates/times; no paid advertising.
- o **Be Respectful** – Make only positive campaign posts; other candidates may not be mentioned in your campaign.
- o **Be Secure** – Moderate comments and photos on all platforms and approve/allow only those that are tasteful and meet the social media campaigning guidelines.
- o **Be Responsible** – Use common sense and good ethics when posting; ensure campaigning is a positive representation of SkillsUSA.
- o **Be Accountable** – Tell the truth about who you are and how you will serve the SkillsUSA organization as a state officer. Ensure everyone involved in your campaign follows the policies and procedures of campaigning.

Campaign Violations

If you believe a violation of campaign policies and procedures has occurred, please report it via email to Danika Silerio at danika.silerio@skillsusaco.org. Violating campaign policies and procedures may result in disqualification.

VOTING

Voting for state officers will be conducted via electronic ballot.

Final Vote

The top six for each house will be state officers.

Any unopposed office must receive a majority of the possible votes.

Contact Information for Questions

Danika Silerio danika.silerio@skillsusaco.org

Section 4: New Officer Announcement and Post-SLSC Information

The 2024-2025 SkillsUSA Colorado State Officers will be announced during the SLSC recognition ceremony.

*Post-election meeting information will be shared at a future time.