



# **State Officer Team Application Information Packet**



## Why Be a State Officer?

The SkillsUSA Minnesota State Officer Team is an extension of the state office. State officers can expect to be trained in fundraising and leadership, but also in how to build confidence and speak with professionalism around business, industry and legislative leaders. If elected you will be required to miss several days of school to attend training, public functions, industry visits, and various conferences. Our state officers have the opportunity to build their transferable skills and boost their resume while at the same time benefiting the state organization!

Throughout their year of service, SkillsUSA Minnesota State Officers will help to grow membership, develop new initiatives for the state organization as well as local chapters, meet with business and industry on behalf of the state, attend trainings at the state and national level and facilitate training at conferences and meetings.

SkillsUSA Minnesota is looking for up to 5 individuals to join our current officer team. Both high school and college students are encouraged to apply! High School State Officers elected in Fall of 2020 will serve a limited term due to changes in High School Officer election cycles. Officers can expect to serve from December 2020 – April 2021. This is an excellent opportunity to “try out” being a state officer without committing to a full year of service. Those that want to run again, can apply for an officer position as we gear up for State Leadership and Skills Conference in March of 2021. College/Postsecondary Officers will serve up to one full year depending on availability (but have the option to serve only from Dec. 2020 - June 2021).

### **HS Officers elected in the Fall of 2020 can expect to participate in the following:**

**December:** Initial Officer Training: Dec. 10-12<sup>th</sup>, 2020 Location TBD

**February:** Training: Feb. 15<sup>th</sup>, 2021 Location TBD

**March:** Training/Prep and State Leadership and Skills Conference: March 25-28<sup>th</sup>, 2021

**April:** Training the Incoming HS Officer Group: 2-3 day training TBD in 2021

### **College/PS Officers elected in the Fall of 2020 can expect to participate in the following:**

**December:** Initial Officer Training: Dec. 10-12<sup>th</sup>, 2020 Location TBD

**February:** Training: Feb. 15<sup>th</sup>, 2021 Location TBD

**March:** Training/Prep and State Leadership and Skills Conference: March 25-28<sup>th</sup>, 2021

**April:** Training the Incoming HS Officer Group: 2-3 day training TBD in 2021

**June:** National Leadership and Skills Conference: June 20-26<sup>th</sup>, 2021 (give or take a day depending on travel)

### **Optional for College/PS:**

**July:** Advisor Workshop/Retreat: 1-2 days between July 25-28<sup>th</sup>, 2021

**October:** Fall Leadership Conference: 3 days TBD in 2021

**December:** Training the Incoming PS Officer Group: 2-3 day training TBD in 2021

## State Officer Candidate Requirements Checklist

Please ensure that you have met the following requirements and gathered the following documents **prior to completing the online application** for State Office. All documents and videos will be uploaded during your application! Membership Dues and all application materials are due by Nov. 13th, 2020 in order to be eligible for state office.

- Paid membership prior to Nov. 13<sup>th</sup>, 2020
- Resume
- State Officer Media Release Form
- State Officer Contract/Code of Conduct Form
- Two Letters of Recommendation:
  - Candidate's Chapter Advisor should provide one
  - Other Qualifying Professional: administrator, employer, extracurricular coach or advisor, etc.
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- 2-3 minute Personal Statement Video (the video will be your "speech" to delegates):
  - This video should provide us with the following:
    - an introduction to who you are
    - how you became involved in SkillsUSA
    - what attributes you feel you would bring to the state officer team
    - why you want to be a state officer
- Complete the Online State Officer Application