



State Officer Coordinator Information

Term of Service:

- Two year term starting with 2019-2020 State Officer school year
- Term is from May 1, 2019 to June 30, 2021

Reimbursement:

- \$1,000 per year – to be applied to the National Leadership and Skills Conference
- Mileage to and from mandatory in-state State Officer functions
- Expenses (hotel and meals) while at mandatory in-state State Officer functions

Application:

- Due January 15, 2019
- Notification by February 15, 2019

Position Qualifications:

- Active SkillsUSA Michigan professional member year of application
- Continued SkillsUSA Michigan professional member during term of service
- Actively teaching during term of service
- Active advisor for school's SkillsUSA chapter during term of service
- Good communication and writing skills

Position Requirements:

- Coordinate State Officers and State Officer activities
- Communicate activities with State Officer Advisors when necessary
- Attend all mandatory State Officer functions:
 - CTSO State Officer Workshop – May (4 days)
 - Summer State Officer Meeting – July/August (2-4 days)
 - Fall Leadership Conference – November (2 days)
 - State Officer Planning Meeting – January (2-3 days)
 - State Leadership and Skills Conference – April (5 days)
 - Additional State Officer functions as determined by the State Director
- Be the State Delegate Advisor at the National Leadership and Skills Conference
- While at mandatory State Officer functions:
 - Supervise State Officers
 - Coach and train State Officers
 - Arrive at function before State Officers
 - Stay at function until all State Officers have left to return home
- Serve on State Nominating Committee at State Conference:
 - Friday –
 - Supervise State Officer Candidate nomination process
 - Participate in State Officer Candidate interviews
 - Saturday –
 - Supervise delegate meeting
 - Conduct elections

- Perform new State Officer orientation and Sunday rehearsal
- Assist with State Officer training throughout the year
- Assist with Advisor training when requested
- Prepare State Officers for Opening and Closing Ceremony
- Provide references and information to the State Officers
- Follow-up with State Officers on their responsibilities
- Be absent from school/work for periods of time
- Review State Officer progress reports and/or report cards
- Maintain communication with State Officers and State Director throughout year
- Report to State Director
- Other duties as assigned

Optional Activities (not covered by SkillsUSA Michigan):

- Participate in Leverage Training – June (3 days)
- Participate in Washington Leadership Training Institute – September (5 days)



State Officer Coordinator Application

Instructions:

Please type or print in black ink. Complete each item in detail and return to Tammy Brown, State Director, SkillsUSA Michigan, Eastern Michigan University, Ypsilanti, MI 48917, fax to 734-487-4329 or email to tbrown51@emich.edu on or before **January 15, 2019**.

Name _____

Chapter Name _____

Chapter Address _____

Work Phone Number _____ Fax Number _____

Email Address _____ Cell Phone Number _____

CTE Program Taught _____

SkillsUSA Membership Number _____

Shirt Size: Small Medium Large X-Large XX-Large XXX-Large

Why do you think you are qualified to be the State Officer Coordinator? (Attached additional page(s) if necessary.)

Applicant's Signature

Date

School Official's Signature

Date