



State Officer Trainers Duties and Responsibilities

SkillsUSA Virginia will have two State Officer Trainers appointed by the SkillsUSA Virginia State Director for a term of three years. The Virginia State Officer Trainers are responsible for the management of the State Officer team, which includes chaperoning, educating, and training as requested by the SkillsUSA Virginia State Director.

State officers represent the organization and are often the first impression the public receives of SkillsUSA. State Officers are student members, elected by their peers and represent the organization. SkillsUSA Virginia state officers serve as ambassadors at trade shows, conferences, school functions and other local, state, and national events.

Duties and Responsibilities

Include but are not limited to the following:

- Active SkillsUSA Virginia member
- Willingness to commit to a three-year term
- Willingness to travel with state officer team
 - Note: This is a volunteer position and the organization does not reimburse for travel related expenses.
- Participate in all Board of Director's and other meetings assigned by the State Director
- Maintain communications with the state officer team and state director via email and other methods
- Chaperone the state officer team
- Training: (public speaking, parliamentary procedure, award presentations, advocacy, ice breakers, expense reports, etiquette, professional dress ...)
- Create the State Officer Binders (make copies and create lessons)
- Assign email addresses
- Collect monthly reports
- Coordinate officer travel that may include transportation of state officers
- Order new state officer pins
- Order state officer nameplates
- Order graduation cords
- Begin writing scripts for SLC to be used in March
- Plan agenda, work schedule to state officer and others
- Plan pre-SLC meeting in March
- State Leadership Conference script: write, practice with state officer team...perform
- Create "New Officer Packets" to be completed by the closing of the SLC Awards Session
 - Welcome letter with information about training (dates and location)
 - Training Assignment list
 - Information form (shirt size, blazer size, mailing address, contact information)
 - Officer lapel pins
- Order name badges and officer polo shirts

- Assist with travel accommodations for the National Leadership and Skills Championships and housing
- National conference
 - Oversee the delegation meeting and handing out conference materials, house of delegate attendance, national officer candidate support, chaperoning, assist with pin and t-shirts sales, work with the head delegate and delegates to gain support for officer candidates, guide national officer candidates through election process
 - Plan agenda, work schedule to state officer and others
- Plan training agenda/program and contact additional trainers if needed
- Revise and print officer training reference notebook
- Create and/or revise workshop materials, presentation sessions and/or PowerPoint
- Photocopy all handouts related to workshop sessions
- Coordinate all assignments
- Provide officer information (names, school, office held) for listing on state Web site
- Facilitate the election of officer slates during the week of training
- Oversee the order officer clothing items
- Facilitate Training Sessions
- Induct the new officers with an official installation ceremony

Mandatory Events	Month	Days
Pre-State Leadership Conference, planning meeting	March	2
Virginia State Leadership Conference and Skills Championships	April	5 (3 school days)
SkillsUSA and Training	June	9
State Officer Training and VATIE Conference	July	7

Optional Events	Month	Day(s)
Washington Leadership Training Institute	September	5 (3 school days)
State Fair of Virginia	September	1
SkillsUSA Southwest Fall Festival	November	1
District Fall Rallies	Oct. – Nov.	1
State Leadership Training planning meetings (Second Tuesday of the month)	Oct. - Mar.	6 school days
State Leadership Training Workshop	November	1 school day
Virginia ACTE Conference	January	2 school days
District Contest	Feb. – Mar.	1 school day

- Take official team portrait and email it to the Webmaster
- Prepare WLTI registration forms for scholarships/letter
- Insure each officer completes and receives their State Officer Statesman Award
- Other duties as assigned by the SkillsUSA Virginia State Director