

SkillsUSA Officer Duties

President

MAJOR DUTIES

- Presides over chapter meetings, using proper parliamentary procedure
- Works with other officers to prepare agenda
- Represents SkillsUSA in school and community functions

CANDIDATES:

Vice President

MAJOR DUTIES

- Presides at meetings and other functions in the absence of the chapter president
- Supervises all committees
- Serves as program chairperson, introduces programs at chapter meetings

CANDIDATES:

Secretary

MAJOR DUTIES

- Maintains all chapter records
- Records minutes of all meetings
- Handles all chapter correspondence

CANDIDATES:

Treasurer

MAJOR DUTIES

- Keeps records of chapter funds
- Collects annual dues from members
- Prepares financial statements, including annual financial statement

CANDIDATES:

Reporter

MAJOR DUTIES

- Writes news stories on chapter activities
- Contacts school newspaper and the local news media about SkillsUSA-VICA events
- Gets acquainted with local news editors

CANDIDATES:

Parliamentarian

MAJOR DUTIES

- Oversees proper business procedure of all chapter meetings
- Serves as consultant and expert on parliamentary procedure using adapted resource materials

CANDIDATES:

Consult the *SkillsUSA Leadership Handbook* for a complete list of official duties for each office.