



# **State Officer Handbook**

**With National Officer Addendum**

2022-2023



525 Buena Vista Drive SE  
Albuquerque, NM 87106  
skillsusanm.org

Dear Officer Candidate:

Congratulations on considering candidacy for one of SkillsUSA New Mexico's State Officer Team positions. This is an excellent opportunity to continue to develop the knowledge and skills necessary to become an academically prepared, community oriented, professionally responsible, experienced leader. As an emerging leader, you will become empowered through a collection of experiences to provide effective leadership by practicing goal setting, consensus building and project implementation, while exhibiting ethics, integrity and high standards.

As our primary student brand ambassadors, SkillsUSA New Mexico State Officers represent a variety of student members to a variety of key stakeholders, including fellow members, advisors, education administrators, business partners, public policymakers and more. Because the service of State Officers to the organization is an important commitment, please strongly consider running for state office only if you are organized, motivated, eager to work as a team, show initiative and exhibit high moral and ethical standards. Be ready to make SkillsUSA your first priority and be willing to present a favorable image on behalf of our organization.

Please review this packet for important information about your role and obligations as a State Officer, as well as the election process. If you're ready to make a serious year-long commitment in a highly visible position, submit your application. Please note important deadline: Submit all required forms by **March 1, 5pm MST**

Good luck!

Natalie Donnelly

State Director  
SkillsUSA New Mexico  
[info@skillsusanm.org](mailto:info@skillsusanm.org)  
505-224-5000 Ext. 5420

## **10 Steps to Success:**

- STEP 1:** Completely read this packet of information.
- STEP 2:** Complete the Candidate Information Form and all documents provided.
- STEP 3:** Submit all forms online by **March 1, 5pm MST**.
- STEP 4:** You will be notified via email that your State Officer Candidate Application has been received.
- STEP 5:** In advance of the State Leadership and Skills Conference, candidates must attend the **officer candidates briefing** (March 11, 4:30 PM) so they understand their duties and responsibilities. During the State Leadership and Skills Conference (SLSC), candidates will engage virtually with members. This meeting will be scheduled through Zoom by the State Officer Coordinator after the application deadline.
- STEP 6:** Prepare for the **Professional Development Career Readiness Assessment**. The test will be composed of multiple-choice questions. The test will be administered during a time designated at the State Leadership and Skills Conference. The test will include information from the Statesman Award Study Guide (i.e. SkillsUSA Leadership Handbook, PDP Levels I and II, Basic Parliamentary Procedure, and Professional Etiquette).
- STEP 7:** Prepare a 2–3 minute personal introduction speech for the “Meet the Candidates” session at the State Leadership and Skills Conference.
- STEP 8:** Prepare for and participate in State Officer Interview before the House of Delegates Meeting at the State Leadership and Skills Conference.
- STEP 9:** State Officer Elections occur during the House of Delegates Meeting, on April 9, 2021. State Officer Candidates must be present.
- STEP 10:** If elected to office, attend the new state officer meeting, more information to come.

## **State Officer Candidate Information Overview**

In order to run for a SkillsUSA New Mexico state officer position, High School candidates must:

- Have one or more years remaining in high school
- Be regularly enrolled in an approved technical, skilled, or service occupation education class (including health care)
- Be an active SkillsUSA member and meet the academic standards of the New Mexico Activities Association

In order to run for a SkillsUSA New Mexico state officer position, College/Postsecondary candidates must:

- Have two or more semesters remaining before graduation
- Be regularly enrolled in a program or classes pursuing a certificate or degree in an approved technical, skilled, or service occupations program (including health care)
- Be an active SkillsUSA member to run for a SkillsUSA New Mexico state officer position

Additional Information:

- A school may send only three (3) state officer candidates
- A slate of State Officers will be elected. The candidates with the highest total score will compose the slate of officers. During the summer state officer training, officer positions will be identified for both High School and College/Postsecondary positions, including President, Vice-President, Secretary, Treasurer, and/or Reporter
- Voting delegates will vote by electronic means
- Officer announcement and installation will occur at the State Leadership and Skills Conference Closing Ceremony (April 9)
- Officers will be expected to wear official clothing that meets SkillsUSA requirements

## **Scoring Process to Determine Elected State Officers**

The State Officer Team will be selected by total points from the following areas:

- 10% Qualification Exam
- 15% Letter of Intent
- 25% Interview
- 25% 2-3 Minute Personal Introduction Speech
- 25% Votes

## **State Officer Duties and Responsibilities**

By electing you to a SkillsUSA New Mexico state office, the membership has entrusted the leadership of its organization to you and your fellow officers. With the acceptance of this honor come duties and responsibilities. Duty is defined as, “the conduct, obedience, loyalty, and submission required of an officer.” Responsibility is “the reliability and moral accountability for duties expected of an officer.”

Together, duty and responsibility convey the conduct and performance appropriate to all SkillsUSA New Mexico state officers. Regardless of which office you hold, your duties and responsibilities as a SkillsUSA New Mexico state officer obligate you to do the following:

- Understand the mission and goals of SkillsUSA New Mexico.
- Understand the SkillsUSA New Mexico bylaws.
- Understand the SkillsUSA creed, know it from memory and be able to recite it.
- Be familiar with the organizational structure and policies of SkillsUSA New Mexico.
- Understand and correctly use parliamentary procedure.
- Memorize appropriate ceremonies and rituals.
- Attend all meetings.
- Be prepared to conduct organization and state meetings.
- Be prepared to serve as a speaker.
- Be loyal to SkillsUSA New Mexico.
- Assist other officers to accomplish their tasks.
- Practice good speaking and writing skills as you represent the state association.
- Be helpful, respectful, and responsible to all people.

### **Specific Standards**

- Must have active membership status.
- Must have endorsement of local chapter. Attach a letter of recommendation from local advisor.
- Must have school certification signed by an administrator and advisor.
- Must have at least one full year remaining as an active member. Must have an occupational objective in a Career and Technical Education area.
- Must be available to represent the state through personal appearances during tenure of office.
- Candidacy for office must be filed with the SkillsUSA New Mexico office by the deadline.
- Must present a speech.
- Each candidate must meet with the qualifications committee for a test and personal interview.
- Each newly elected officer must meet with the state director immediately following the last meeting of the State Leadership and Skills Conference.
- All elected state officers are required to attend the SkillsUSA New Mexico officer summer training. Any state officer who does not attend this training will be required to resign their office unless the State Director determines extenuating circumstances.

### **Commitments of the State Association to the State Officer Team**

- Provide a State Officer Coordinator to act as an advisor and resource for all duties of the State Officer Team
- Provide for personal and professional development opportunities
- Provide SkillsUSA State Officer Polos or equivalent official State Officer Apparel
- Pay for registration and hotel costs for Leverage at the National Leadership and Skills Conference
- Pay for hotel and registration costs for Washington Leadership Training Institute (optional for the State Officer Team members and dependent on availability of state funding.)
- Pay for hotel at State Fall Leadership Conference (conference fee is waived for State Officers)
- Pay for hotel at CTE Day at the Roundhouse
- Pay for hotel at State Leadership and Skills Conference (conference fee is waived for State Officers)

### **Commitments of the State Officer Team to the State Association**

- Attend all scheduled meetings (at least monthly) and trainings
- Maintain grades to keep eligibility (based on NMAA eligibility standards)
- Stay active in your local chapter
- Represent SkillsUSA New Mexico in a professional manner
- Wear SkillsUSA logo clothing when attending events representing the State Officer Team
- Maintain dress code set by the State Officer Coordinator when traveling as part of the State Officer Team
- Actively participate in planning and carrying out the duties of the State Officer Team
- Use the information received at trainings to provide workshop sessions for members in New Mexico
- Help SkillsUSA NM fundraising by securing at least \$100 in industry sponsorship per officer on the State Officer Team (can be done as a team or individually)

### **Commitments of State Officer's Local Chapter**

- Ensure that State Officer maintains grade and other eligibility.
- Support the State Officers in their personal and professional development as part of the State Officer Program of Work.
- Act as a consultant as the State Officer completes their duties.
- Help with planning their part of conferences.
- Proof all articles and correspondence.
- Follow up on assignments to ensure completion of State Officer responsibilities.
- Assist in arranging transportation to all meetings and conferences. It is the responsibility of the chapter to secure funds to pay all transportation costs for the chapter's State Officers for required events.

## State Officer Candidate Checklist

State Officer Candidates will be expected to submit their application materials online: <https://skillsusanm.org/state-officer-application/>. This application includes the online State Officer Candidate Information Form and submitting the follow PDFs:

- Candidate Certification
- Candidate & Parent/Guardian Agreement
- Advisor/Principal Agreement
- State Officer Calendar
- Local Advisor Guidelines
- Code of Ethics
- Social Media Contract
- Conditions of Understanding
- Officer Reasons for Removal Form
- College/Postsecondary State Officer Candidate Endorsement
- National Officer Candidate Addendum
- 2 letters of Recommendation
- Official School Transcript
- Conference Registration, Personal and liability Release Form

Note: Information must be submitted by 5:00 pm MST **March 1**. Materials not meeting the deadline, or incomplete, will not be accepted.

**Please keep copies of all forms for your records.**

**Candidate Certification**

I certify that I am a member in good standing of the \_\_\_\_\_  
Chapter of SkillsUSA New Mexico. I also certify that I will be returning as a member of the  
above chapter next year. I have read and understand **all of the requirements in my State  
Officer Candidate Handbook**, and that all information submitted herein is accurate and correct.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date



### Candidate & Parent/Guardian Agreement

If elected, I will attend the required meetings, adhere to the Code of Ethics, actively serve in office to the best of my ability, abide by the Constitution and policies of the SkillsUSA New Mexico and be a student member.

My parents/guardians and I understand the obligations of serving as a New Mexico State Officer/National Candidate - being enrolled in a Career Technical Education class which aligns with my organization or serving as a lab assistant for my chapter advisor during my term of office, attending all meetings or conferences as listed on the Officer Calendar or any other meetings called during my term of office. We further assume the responsibility for all personal expenses, and those not paid by the local, district, or state association. The state or local association will not be held responsible in the event of an accident. If elected, I will serve to the best of my ability and will resign if I fail to fulfill my responsibilities. **Failure to perform to expected standards will obligate repayment of all finances as indicated in my SkillsUSA NM Policies and Procedures and/or removal from office at the Board's discretion.** I further understand that I will be a role model and spokesperson for my organization and will conduct myself accordingly throughout my term of office at all times. I will abide by the constitution and by-laws of my state organization. Furthermore, I will maintain the grade point delineated in the officer's application for SkillsUSA NM.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

### Advisor/Principal Agreement

The above candidate is a member in good standing of the \_\_\_\_\_ Chapter of SkillsUSA New Mexico. To the best of my knowledge, all information submitted on, with, or attached to this nomination form is factual and exists as presented. The candidate is enrolled in a state-approved marketing education program.

We understand the commitments inherent in this office and pledge our support and assistance if the candidate is elected. Obligations include attendance at all required meetings (an estimated 22 days, counting those during the summer). By signing below, the advisor and administrator pledge to provide guidance and direction to the candidate during the tenure of office, and understand that the local chapter must remain in good standing with the State and National offices of the Association or the candidate will be asked to resign from office.

\_\_\_\_\_  
Local Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## State Officer Calendar

If elected as a State Officer, I agree to participate in the following events:

Summer	State Officer Training	All Officers
October/November	Fall Leadership Conference	All Officers
January	CTE Day at the Santa Fe Roundhouse	All Officers
April	State Leadership and Skills Conference	All Officers
June	National Leadership and Skills Conference	All Officers (Travel, hotel, meals by chapter or officer)

Monthly meetings will be set up by the State Officer Coordinator; these may be in person or via electronic means. Other events may be added at the State Officer Coordinator's discretion.

I have read and understand the information above.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Advisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

## Local Advisor Guidelines

We appreciate your support in running a candidate for office! You play a key role in developing our officer candidates. In fact, your student is most likely enthusiastic about leading our organization because of the encouragement they received from you! However, having an officer also requires the commitment and dedication of the local advisor. Please review the following and sign the form below to indicate you are aware of your advisor responsibilities in sponsoring an officer candidate:

1. I agree to run only candidates that I feel have the character and maturity to lead SkillsUSA as an officer. I also pledge to encourage our SkillsUSA chapter to fully support our officer during his/her term in office. I have discussed the STATE OFFICER RESPONSIBILITIES with my candidate and feel confident that they are capable of successfully performing all the required tasks.
2. I agree that if my student is to win an office, we will review the officer schedule frequently and I will strongly recommend that he/she make SkillsUSA activities a top priority. We have reviewed the OFFICER CALENDAR and he/she understands that failure to attend required meetings may result in removal from office.
3. I will communicate in a timely manner with the State Director, State Officer Coordinator, and Board of Directors to help my student fulfill his/her officers' duties.
4. I will assist my student in returning articles and other officer materials to the State Officer Coordinator in a timely manner.
5. I will discuss travel arrangements with my officer (see the "Officer Calendar") and travel with him/her when necessary. I understand the school is responsible for providing transportation to activities. I have also discussed with this candidate's parent/guardian the travel requirements of the job and we feel that this candidate is capable of traveling unassisted on airlines or we agree to accompany them at our expense when traveling to required events.

We appreciate the valuable role SkillsUSA advisors have in forming our state officer team. The future success of SkillsUSA New Mexico depends upon your ability to recognize leadership skills in your students! Thank you for your support!

---

Local Advisor's Signature

---

Date

## Code of Ethics

As a state officer of a New Mexico Career and Technical Student Organization, I understand and agree to the following Code of Ethics:

- I will refrain from possessing or partaking of any illegal drug, alcohol or tobacco, vape pens (if prohibited by NMAA regulation and/or my organization) while participating in an official or assigned organization activity.
- I will not engage in any public display of affection with any person while attending any official function or performing a state officer duty.
- I will follow all instructions issued by any individual who is responsible for me.
- I will wear the official dress of my organization while representing my organization.
- I will maintain proper dress and good grooming on all occasions.
- I will maintain a cooperative attitude while participating in any official organization activity.
- I will use wholesome language in all speeches and informal conversations.
- I will avoid all places or activities in which my presence could raise questions of my moral integrity and character.
- I will avoid participating in and actively discourage any conversations which belittle or downgrade fellow CTSO members, officers and adults.
- I will treat all members equally and not favor one member or officer over another.
- I will behave in a manner which conveys and commands respect without any air of superiority.
- I will maintain dignity while being personable, concerned and interested in fellow members.
- I will abide by all policies and procedures relating to officers and members as indicated in my organization's Policies and Procedures Manual and Delegate Guidelines.
- I will abide by all rules and regulations established for my organization.
- I will not deface or steal property of any kind. I will pay for or replace any property damaged by my actions.
- I will not possess any type of weapon or take any action causing bodily harm or fear of life to any person.
- Students of the opposite sex shall not be permitted to be in the same room unless accompanied by school approved chaperone.
- Sexual conduct, material and/or behavior are prohibited.
- I will observe all curfews established for each activity.
- I will respect all persons with whom I come into contact. This includes keeping the noise level in my room inaudible to anyone passing in the hallway, ceasing all room-to-room telephone calls at curfew.
- I will immediately separate myself from any situation in which a violation of this code of ethic has occurred and report the violation to an adult. This includes situations in which I was not present, but have direct knowledge of.
- I will observe all penalties for violations of this code of ethics imposed at the discretion of my advisor, state management team, state officer coordinator, school officials and/or Board of Directors.

- As an officer of SkillsUSA NM, I will represent my organization, state with respect. This means that, for my term of office, any content I post on any social media sites and my email address must be reviewed by an authorized adult such as my advisor, parent or guardian. I also understand that these sites will be monitored and I may be requested to remove material. If I fail to do so and post inappropriate or unapproved material, I will be on probation as an officer and subject to the consequences of my advisor, school, State Officer Coordinator, and/or State Director.

---

Candidate's Signature

---

Date

---

Parent/Guardian's Signature

---

Date

## Social Media Contract

If elected as an officer, you will be representing not only the state and chapter you are from, but you also serve as a brand ambassador for SkillsUSA New Mexico and are expected to portray yourself, and the organization, in a positive manner at all times. You are also responsible for completing your assigned duties through SkillsUSA social media bases. As an officer, you must read and sign this contract acknowledging the Officer's Responsibility to use Social Media responsibly and with accountability as a member of the Officer Team.

All Officers are required to comply with the following:

- Responsibilities
  - Complete all assigned social media postings and planning in a timely manner
  - Maintain and reflect the positive professional image of SkillsUSA New Mexico
  - Interact with all membership on SkillsUSA professional accounts
  - Post appropriately, respectfully, and thoughtfully
  - Do's:
    - Follow SkillsUSA NM social media platforms as well as allow SkillsUSA NM staff to follow you
    - Positively interact with membership using professional and encouraging language
    - Keep personal views off of all SkillsUSA Accounts
    - Immediately remove anything when asked to do so
    - Complete all assigned postings
    - Be your professional self and share SkillsUSA news through all social media bases supported by SkillsUSA
    - Think twice before posting or putting yourself in inappropriate positions
  - Don'ts:
    - Block SkillsUSA NM Staff from viewing your posts
    - Use any derogatory language, remarks, or profanity
    - Express any controversial viewpoints (ex. politics)
    - Involve yourself with alcohol or drugs, including liking and quoting such references.
    - Forget and/or ignore your responsibilities
    - Share any account information to those not on the team
    - Have incrimination, violence, any form of nudity, inappropriate gestures, etc. on social media

By signing this Social Media Agreement, you are stating that you will follow the rules indicated above and you understand that disciplinary actions may be imposed for failure to comply with those rules.

---

Local Advisor Signature

---

Officer Candidate Signature

---

Parent/Guardian Signature

## Conditions of Understanding

We, the candidate, chapter advisor, parent/guardian and school administrator, understand:

1. The official term of office will begin immediately following the state conference in which the officer was elected until the end of the following state conference.
2. The officer will meet with the other state officers at a time and place identified by the State Officer Coordinator at the beginning of the official term to plan a program of work.
3. Regular meetings with the State Officer Coordinator and the state officer team will occur throughout the term of office.
4. The officer candidate will adhere to the campaign rules and election procedures as stated in the State Officer handbook.
5. The officer candidate will adhere to the NMAA regulations and policies. This includes a strict no smoking policy. E-cigarettes are included in no smoking policy. (Vape, Juul, etc.)
6. A candidate may be disqualified by a majority vote of the SkillsUSA New Mexico Board of Directors if any behavior or actions are deemed to be unethical, unprofessional, and/or irresponsible.
7. Approval for attendance of each individual state officer at SkillsUSA conferences is the total responsibility of the local chapter advisor.
8. The officer will adhere to the State Officer Travel Policy.

My signature below certifies that I have read and understand the entire SkillsUSA State Officer Candidate Handbook.

---

Candidate Signature

---

Date

---

Parent/Guardian Signature

---

Date

---

Local Chapter Advisor Signature

---

Date

---

School Administrator Signature

---

Date



## Officer Reasons for Removal Form

Any officer may be declared “inactive” and/or removed from office in the situations detailed below.

***Declaration of “inactive” status and possible removal from officer for:***

1. Any state officer who fails to adequately perform the duties of the office will be removed from office.
2. Any state officer member who fails to attend any announced meeting without just cause (illness, death in immediate family, or an unforeseen emergency) shall be placed on probation for a period of time to be determined by the Board of Directors.
3. Any state officer whose behavior, while in the performance of duties, is contrary to published rules of conduct or whose behavior is injurious to the image of this association shall be removed from office.
4. A state officer who fails to maintain NMAA requirements shall be placed on probation for one grading period. Failure to bring up grades shall result in removal from office.
5. Removal from office carries the obligation of repayment of chapter, district, and state funds used to maintain the executive council member in office.
6. The executive board members shall be convened to assess each case which may result in removal from office.
7. Any state officer who resigns or is removed from office, and wishes to run again will need to submit an appeal to the NM Board of Directors prior to the application deadline.

***Immediate and automatic removal from office for:***

1. Failure to adhere to the Code of Ethics
2. Failure to adhere to Policy and Procedures

I fully understand the possible causes for removal from office, rules, regulations, conditions, and directions set forth by the Policies and Procedures for SkillsUSA NM as well as the State Officer Coordinator. I understand, if removed, I will immediately return all materials purchased by SkillsUSA NM. This includes: state officer uniform, state officer pin, polo’s, etc.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local Chapter Advisor Signature

\_\_\_\_\_  
Date

**College/Postsecondary State Officer Candidate Endorsement**  
(College/Postsecondary Students ONLY)

The credentials for \_\_\_\_\_, who is the choice of our chapter, are attached. To the best of our knowledge, this individual meets the qualifications for the office of a SkillsUSA state officer and if elected, will receive the enthusiastic support of the school, the chapter, and the advisor in the execution of the duties of the office.

The Department of Education and local school systems operate under guidelines of the Quality Basic Education Act, established in 1986. In order to participate, students must qualify and meet the required criteria according to this law. Travel funds for instructors are not a direct line budget item from the state, but are contained in the FTE formula. More than adequate funds are usually allocated and are earned by the school through FTE accounting procedures. As administrator, I agree to provide travel money for the advisor to carry out the tasks of the office for which the SkillsUSA New Mexico member is a candidate.

During state and national activities, we understand that the state director and leadership team will supervise the state officers. The state director, leadership team and officer's advisor will coordinate to enable an officer to prepare for contest participation or other requested chapter activities as schedules permit. State officers must commit to participate fully in all the program of work activities.

We recognize the responsibilities of the position for which we have nominated our candidate and will assist him or her in executing responsibilities of said office, in any capacity that we can, should he or she be elected. We understand that necessary support of travel and participation is important for both the candidate and their advisor and we are willing to support their needs. We have fully reviewed and understand the SkillsUSA New Mexico state officer candidate information overview, official application, agreement form and other related documentation.

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

**National Officer Candidate Addendum**  
(National Officer Candidate Students ONLY)

This form should be completed by members interested in seeking a position as a national officer candidate.

SkillsUSA New Mexico will select no more than **two qualified members** to represent our state as national officer candidates. The SkillsUSA Board reserves the right to make the decision if an applicant is qualified to move forward as a national officer candidate. Candidates must fully complete the state officer candidate application and the national officer candidate addendum. In addition to the stated qualification procedures, national officer candidates will also submit the following by **March 1**:

- National Officer Candidate Application (for state director signature)
- National Officer Candidate Platform
- National Officer Candidate Slogan
- National Officer Candidate Poster Design
- Listing of at least three items that will be used as National Officer Candidate Campaign Materials (promotional items)

NOTE: If an approved candidate is elected to a national officer position, they will forfeit any local or state offices held in order to fully commit to the requirements of a national officer. The local chapter will assume responsibility for the following in support of their student: NLSC airfare, hotel, registration, Leverage registration, meals, clothing and campaign materials. SkillsUSA New Mexico will support the student by providing the following: registration, lodging, meals and materials for state officer training and CTSO Training, selected clothing and other items.

As the local chapter advisor, I agree to support my student in his/her preparations as a national officer candidate if he or she is selected by SkillsUSA New Mexico to represent our state. I understand that the National Officer Candidate Application must be completed and returned to the national office by the deadline and that I am responsible for ensuring that my student meets all obligations of his or her candidacy.

\_\_\_\_\_  
Chapter Advisor Signature

\_\_\_\_\_  
Date

I understand that if I am selected to represent the state as a national officer candidate, that I will fulfill the obligations and responsibilities of seeking office to the best of my abilities.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date