

GREATER LOWELL SKILLSUSA CHAPTER OFFICER NOMINATION FORM

BE SURE TO
RETURN TO THE
STUDENT
ACTIVITIES
"DROP BOX" BY
THE DUE DATE!

Name: _____ Grade: _____

Technical Area: _____

Address: _____

Home Phone: ____-____-_____

Cell Phone ____-____-_____

1. Are you currently involved in SkillsUSA? _____ If yes, how? _____

2. Have you ever held a SkillsUSA Chapter Office? _____ What Position? _____

3. What other extra-curricular activities are you involved in? _____

4. Are you prepared to attend **at least** one SkillsUSA Executive Council meeting after school each week?

YES _____

NO _____

5. Are you prepared to meet the obligations of your office in addition to those listed on the back of this page?

YES _____

NO _____

6. We elect 8 officers and then assign positions based on individual strengths and interests. Which officer positions are you most interested in holding? Circle three that interest you and mark each with a number (1 for 1st choice, etc.)

President

Vice President

Secretary

Treasurer

Parliamentarian

Reporter

Ambassador

Historian

SkillsUSA officers actually RUN the organization. The success of the chapter is dependent on the involvement and enthusiasm of the elected officers.

Officer Responsibilities Include:

- A minimum of 3 community service activities each school year planned by the student officers.
- A minimum of 2 formal SkillsUSA ceremonies executed by the student officers.
- Mandatory attendance at two student conferences
 - Fall State Leadership (Sunday-Tuesday conference in the fall)
 - Districts (one day conference)
- Mandatory Officer Meetings held once a week from 2:10-3:00
- Attendance at all Open Houses
- Attendance at the fall Advisory Council Dinner and the Superintendent's Dinner (February)
- Attendance at Graduation for underclass officers.
- Other special functions as requested by the administration.
- Some weekend and evening events as arranged by your officer team.
- The individual responsibilities of your appointed office:
 - **President**-oversees all meetings and activities, creates agendas and chairs students meetings.
 - **Vice President**- in charge of all committees and oversees all other officers, takes the place of the president in his/her absence.
 - **Secretary**- takes and types minutes of each meeting, creates the calendar of events, types and copies the agenda, handles all paperwork for the chapter conferences and activities.
 - **Treasurer**- works with the fundraising advisor to distribute information and retrieve and tabulate moneys.
 - **Parliamentarian**- schedules chapter meetings and organizes community service events and special functions. In charge of all student meeting workshops.
 - **Ambassador**- the link between the shops and the executive council. Responsible for getting all info out to the shops and keeping the SkillsUSA bulletin board up to date.
 - **Reporter**- the communicator of the team. Responsible forwarding press releases to Mr. McGovern, coordinating bulletin information with the Ambassador and creating a quarterly SkillsUSA newsletter.
 - **Historian**- responsible for creating a history of the activities of the chapter over the course of the year. This scrapbook made of pictures, newspaper clippings, etc, will be your legacy for all future officer councils. The Historian must be present at all events, take pictures, and create the official chapter scrapbook.

In order to be added to the ballot, you must obtain the signatures as specified below.

I am aware that _____ is running for election to the Greater Lowell SkillsUSA Chapter Executive Council. I am familiar with the responsibilities of this position and support this candidate's election. I am aware that SkillsUSA Officers dedicate a great deal of time, effort, and responsibility to the organization and I will do my best to assist this student fulfill his/her obligations.

In addition, I attest to this student's leadership abilities and recommend him/her as a role model for other students.

Signature of Parent or Guardian

Date

Signature of Guidance Counselor or Skills Advisor

Date

Signature of Technical Instructor

Date

Signature of Coach (if applicable)

Date

Signature of Academic Instructor

Date

On this page, you will need the signatures of **25 student members** who support your candidacy.

Student Signature	Shop	Student ID
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25.		

ESSAY: As stated previously, SkillsUSA Officers actually RUN the organization. They are not just officers in name. Each officer has a position and responsibilities. In a one page (max) typed essay, please explain **WHY** you would like to be a SkillsUSA officer and **what** you **WANT** to see the organization accomplish in the coming school year. **Your essay should be emailed** to scornellier@gltech.org or shared with Sharon Cornellier via google docs. A hard copy should also be attached to your form as a back-up.

THE ELECTION PROCESS

Your COMPLETED paperwork must be returned to Student Activities by **the due date posted outside student activities** in order for your name to be placed on the ballot. **LATE APPLICATIONS** can **NOT** be accepted as the electronic ballot will be created at the end of that school day.

Elections will take place via the student portal. All students, including graduating seniors, will be able to cast their votes on those days. A summary of your application information and quotes from your essay will be included in the ballot so that your peers can make educated decisions.

Should you have any questions regarding the elections process, please contact Mrs. Cyr in Student Activities or your Skills Advisors.

Good luck!