



Officer Election Application

IMPORTANT NOTES:

- All parts of the application are due by 2:00 pm on May 23, 2019. Late applications WILL NOT be accepted.
- Candidates must attend a briefing meeting on Thursday, May 16, 2019. If unable to attend, the candidate must contact Ms. Cornellier to arrange an alternate meeting time.
- Online balloting will take place from May 24th -May 30th with results announced on May 31st.

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.

Code of Conduct

Serving as a SkillsUSA Chapter Officer is a privilege and one that must be earned and maintained. While there are many responsibilities, there are also travel opportunities, perks, and advantages to being in office. As a result, each officer will be required to follow the Code of Conduct outlined below.

Failure to Participate:

- Failure to attend 2 meetings or activities without documentation in accordance with the school's attendance policy will result in probation. Officers on probation will not be eligible to attend the Fall State Leadership Conference with the officer team.
- Failure to attend 3 meetings or activities during term 1 will result in removal from office.
- Officers who accrue 3 absences during terms 1-4 will be placed on a two week probation pending a meeting with the SkillsUSA Chapter Advisor. This meeting may result in a removal from office.
- A documented excused absence is defined as outlined in the student handbook on page 10. Poor time-management conflicting priorities does not constitute a documented absence.

"We believe consistent school attendance is essential for students to reach their full potential. For that reason, all non-essential appointments (i.e., dentist/orthodontic appointments, eye exams, routine doctor visits) should occur outside of the normal school day. Absences may be excused for the following reasons: death in the immediate family, emergency doctor's visits or illness documented by medical personnel, hospitalizations, religious holidays, legal matters, approved college visits, unusual or mitigating circumstances, or other matters deemed educational by the Assistant Superintendent/Principal or designee. Students requesting that an absence be excused must submit the appropriate written documentation to the Main Office" (10).

Failure to Execute Duties:

- Failure to follow-through with completing tasks assigned to your office will result in probation or removal from office following a formal warning.

Failure to Maintain Minimum Attendance and Grade Average:

- Students serving as officers must maintain an overall average of an 80 or higher. Students with an overall average (all grades combined) lower than an 80 will be placed on probation until their grades improve. Students on the ineligibility list due to attendance or grades will not be eligible to hold office.

Failure to Maintain the Dignity of the Office:

- SkillsUSA Officers serve as public ambassadors for Career and Tech Ed. As such, each officer's character and behavior (with peers and staff) must be above reproach. Any officer who is involved in disciplinary action or repeated conflict will be required to meet with the Chapter Advisor. Probation or removal from office may be a result depending on the frequency of the issue, severity of the matter, and extenuating circumstances.

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 Recommending Dean or Skills Advisor

Date

Signature of a Recommending Technical Instructor

Date

Signature of Coach (if applicable)

Date

Signature of a Recommending 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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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 the Student Activities Coordinator or your Skills Advisors.

Good luck!