



STATE

2025-2026

OFFICER CANDIDACY

PROGRAM GUIDE

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PLEASE EMAIL COMPLETED APPLICATIONS TO:

WISCONSINSKILLSUSA@GMAIL.COM

DEADLINE: MARCH 1ST 2025

Welcome Letter from Our State Director



Congratulations on your decision to to run forSkillsUSA Wisconsin State Office! I want you to know that here in Wisconsin, our officer crew is a group of individuals who get the opportunity to engage with our entire State delegation in many ways. Your role as a State Officer is to lead by example and help teach, guide, and show others how to be an engaged high school SkillsUSA member. You get to lead by example through your leadership skills, practice your workplace skills in service, and grow in your personal skills through a variety of experiences.

This prestigious honor will take you to multiple locations and participate in many events throughout the State where you will get to take part in leadership conferences, Government Day, SkillsUSA championship competitions, participate in opening and closing ceremonies, engage with business and industry, and have an opportunity to travel and participate as a delegate at NLSC in Atlanta, GA.

Thank you for being brave and bold enough to consider taking on this commitment. We look forward to reviewing your application and getting an opportunity to meet with you.

Sincerely,

A handwritten signature in black ink that reads "Jake". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jake Mihm
Executive Director
SkillsUSA Wisconsin

State Officer Election Procedures

1. Any SkillsUSA Wisconsin member wishing to run for a SkillsUSA Wisconsin State Officer position must submit the *Officer Candidate Application Form* and all supplemental materials no later than the **1st of March, 2025**.
 - (a) Students must meet the qualifications for state office as stated in the Wisconsin Association of SkillsUSA State Constitution and Bylaws (attached).
2. Chapters may present a maximum of one candidate per available position. Candidates may not run for district vice president positions for a district they do not attend school in. Rerunning officers may not run for a position they have already held in a previous term.
 - (a) Students may indicate their priority office they wish to fulfill on the *Officer Candidate Application Form*. Offices will be filled based on the amount of votes each candidate receives from the voting delegates, and their individual qualifications.
 - (b) Due to the high time commitment of being a state officer candidate, it is **highly encouraged** that candidates do not participate in competitive events during the State Leadership and Skills Conference. Should a candidate be interested in participating in a competitive event, it is recommended that they only participate in a leadership competition, or equivalent low-commitment event. Accommodations will not be made for students who cannot attend the delegate sessions.
3. Every student wishing to be a candidate for state office **will participate** in the Officer Screening Workshop at the SkillsUSA Wisconsin State Leadership and Skills Conference. Failure to participate in the Officer Screening Workshop in its entirety may result in removal from the ballot. The Officer Screening Workshop includes, but is not limited to the following:
 - (a) Knowledge test of SkillsUSA, Parliamentary Procedure, and related subjects as determined by the nominating committee. Officer candidates must achieve a satisfactory score on the test to run for SkillsUSA Wisconsin State Office.
 - (b) Individual interview conducted by members of the nominating committee. Sample screening questions and topics can be found in the “Officer Candidate Screening Sample Topics/Questions” section of this packet.

Additional information regarding the screening workshop procedures can be found in the next section.

4. The process of state officer elections will take place through the course of several delegate assembly meetings. **These meetings are mandatory for all officer candidates.** Candidates will be expected to abide by the following through the course of these meetings:
 - (a) A platform speech, not to exceed two (2) minutes in length, is to be given by each officer candidate. This may include a candidate's qualifications, his or her goals for office, or other information directly related to running for, or serving as, a SkillsUSA State Officer. It is encouraged that the candidate come prepared with a written speech that they have practiced several times with their advisor and/or fellow SkillsUSA chapter members. The Delegate Assembly Presiding Officer, member of the nominating committee, or supervising advisor may stop a speech or chapter support if they deem the content or delivery to be inappropriate.
 - (b) Local chapters sponsoring a candidate for state office may express their support after the candidate's speech (songs, jingles, slogans, or waving of posters and campaign material) not to exceed one (1) minute in length.
 - (a) A problematic question is to be answered by the candidate to the assembly. The candidate will not know the contents of the question prior to being asked. Candidates can expect that the question will relate to the SkillsUSA organization, the duties of a SkillsUSA state officer, or other related topics as determined by the nominating committee.
5. Following voting, candidates will not know the status of their election until the closing session. Candidates who are elected to SkillsUSA Wisconsin State Office should expect to be called on stage and recite an oath of office.

Officer Screening Workshop

The purpose of screening potential officers is to ensure the best possible candidate(s) for inclusion on the SkillsUSA Wisconsin State Officer ballot. Because the state officers will be representing the Wisconsin Association of SkillsUSA, all its members and, in some cases, the state teachers of trade, industrial, and technology and engineering education, it is important they have a basic understanding of SkillsUSA, technology education, and vocational education. The screening process allows potential state officers to demonstrate their knowledge of these subjects.

1. This workshop will take place on the first day of the Wisconsin State Leadership and Skills Conference. Please check the current year's agenda for the exact time and location. **NOTE:** Candidates will be expected at the workshop. They will not receive confirmation of materials being received or further notice about the workshop.
2. All officer candidates will complete the following activities as part of the screening process:
 - (a) Written test on SkillsUSA knowledge, parliamentary procedure, and other relevant topics as determined by the Nominating Committee.
 - (b) Group interview and activity.
 - (c) Individual interview.
 - (d) Campaign materials review.
3. Candidates should plan to bring their campaign materials with them to the officer screening workshop. Campaign materials will be screened for compliance with campaign rules. Should a discrepancy be discovered by the nominating committee, the candidate will have the opportunity to correct their materials or omit them from use. The following rules apply to campaign materials for SkillsUSA Wisconsin State Office:
 - (a) Campaign materials may be posted such that they will cause no permanent damage to any surfaces and can easily be cleaned up without leaving any marks.
 - (b) The total cost of the campaign expenses for state officer candidates **cannot exceed \$50**. This includes any items that are donated, purchased, or borrowed using fair market value before taxes. Portfolios and awards should be considered campaign materials and should be included in the cost. Candidates are encouraged to be creative in the design and use of their campaign materials; however, the following items will not be allowed:

- Liquids, bubbles, soap, gum, or other potentially messy objects
- Glass or other fragile and breakable items
- Balloons, balls, frisbees, or other flying objects

(c) No campaign literature of any type may be distributed prior to the completion of officer screening. This regulation prohibits advance conference mailings and posting of campaign literature.

(d) The Wisconsin Association of SkillsUSA will not provide bulletin boards. To display materials in respective delegate meeting rooms, candidates are permitted their own **3' x 4' standard tri-fold display board**, (one board per person). Three feet of table space for each candidate will be provided.

(e) State Officer Candidates and their representatives who violate any of these campaigning regulations will appear before the nominating committee for disciplinary action, which could result in their removal from the ballot.

All campaign materials must be removed immediately following completion of the officer elections, prior to the closing session.

4. Any candidate who fails to complete the screening process will be notified and removed from the ballot. The candidate's advisor will also be notified of the removal from the ballot. If a candidate has a time conflict with the screening process, they may be excused from the screening process by the Nominating Committee, Supervising Advisor, or Presiding Officer. Time conflicts should be effectively communicated as soon as possible such that the Nominating Committee and stated candidate can reschedule necessary activities.

Officer Candidate Screening Sample Topics/Questions

The following are questions and topics that may be used by the Nominating Committee as part of the Officer Screening Procedure. Not all questions are guaranteed to be asked. Other questions and topics outside of the ones listed below may also be used:

1. Explain the relationship of SkillsUSA to technology and engineering classes. Why is SkillsUSA referred to as an 'intra-curricular' organization?
2. You have been asked to attend a major industrial luncheon and make a presentation how participation in SkillsUSA can help prepare you as a future employee. Briefly describe what information you would highlight in your remarks.
3. In which technology and engineering education classes (i.e., Small Engines, CAD, Welding, Printing, etc.) are you currently enrolled? In which classes do you plan to be enrolled for the coming school year?
4. What qualities and abilities do you believe are most sought after in new employees being hired by business and industry today?
5. What qualities are developed by youth who participate in SkillsUSA? How do you develop these qualities?
6. Describe some SkillsUSA activities.
7. The SkillsUSA motto is "Champions at Work." Describe your activities related to leadership development.
8. Since the SkillsUSA program is designed to prepare people for the business and industrial world, do you think it will help to reduce unemployment? How?
9. People are concerned about students dropping out of school. Do you think technology and engineering education can help reduce this problem? How?
10. Describe your beliefs about the importance of post-secondary training for graduates of high school technology and engineering education programs.
11. Should technology and engineering programs encourage further education beyond high school? Based on your answer, how would this effect the content and activities of the technology education program?
12. What technology and engineering classes are you enrolled in for the coming school year?

In addition to the above listed items, candidates should be prepared to give a brief personal background which could include their qualifications for office, leadership qualities and experiences, plans after high school, state and local SkillsUSA events they have participated in, and personal strengths and weaknesses.

Officer Candidate Acceptance of Responsibilities

State Officer Candidate of Wisconsin: I recognize that the following obligations are a part of an officer's responsibilities and I agree to perform, to the best of my ability, these and other duties of the office to which I may be elected.

1. I agree to participate in all state-wide events, as well as district and regional events as assigned including but not limited to *Fall Leadership Conference, District Contests, Regional Contests, State Government Day, Summer Officer Training, and Business and School Visits*. A calendar of events will be furnished to me well in advance of these events taking place, in addition to the calendar provided in the next section.
2. To become knowledgeable about the State and National SkillsUSA Program of Work; to be able to discuss it with Chapter Officers and others interested.
3. Observe standards of dress and personal grooming, as well as standards of personal conduct, as established and demonstrated by the National SkillsUSA Officers and the SkillsUSA Wisconsin state staff.
4. To obtain the required clothing for official dress and business casual attire, **including a red SkillsUSA blazer**. A list of the required clothing will be given to the officers following election.
5. To always wear official SkillsUSA dress when representing SkillsUSA Wisconsin.
6. To avoid expressing personal opinions regarding political or controversial problems when representing SkillsUSA Wisconsin.
7. To maintain full attendance and participation in officer meetings and other prescribed activities of the SkillsUSA Wisconsin.
8. To communicate absences from any events with ample notice to SkillsUSA Wisconsin Staff
9. To ensure careful preparation of responsibilities for state, district, and local meetings and all activities at which I represent SkillsUSA Wisconsin.
10. To notify the SkillsUSA Wisconsin Executive Director of all invitations to represent SkillsUSA Wisconsin before taking any other action on the invitation.
11. To be responsible and timely in reporting activities conducted as a representative of the Wisconsin Association of SkillsUSA to the State Office.
12. To send monthly reports to the SkillsUSA Wisconsin State Office.
13. Retain enrollment in a technology and engineering course while serving SkillsUSA Wisconsin in an officer capacity.

Officer Candidate Code of Conduct

1. I shall not possess or consume any alcoholic beverages, tobacco products, vape or e-cigarettes, marijuana or its derivatives, or any illegal controlled substances of any kind or in any form.
2. I will always conduct myself in a professional manner as a representative of SkillsUSA. I shall immediately remove myself from all situations that could compromise my professional image. Any behaviors contrary to SkillsUSA's culture of inclusion and diversity will result in disciplinary action.
3. I shall keep the SkillsUSA Wisconsin staff or local chapter advisor always informed of my whereabouts and activities where the activities are an official function of my office or if I am in his or her charge.
4. I shall follow established curfew. Curfew means I am quiet and in my assigned room unless I am conducting official business at the instruction of the SkillsUSA Wisconsin staff.
5. I understand that conferences and activities officially begin when I leave home for the event and end when I return home. This code is in effect that entire time.
6. I will respect my advisor and honor his/her decisions as they relate to my responsibility as an officer. I shall keep my local chapter advisor informed of all official correspondence. I shall forward a copy of all official correspondence written by me to the state office.
7. I shall be prompt and prepared at all times, including the wear of appropriate attire at all official functions.
8. I shall refrain from dating fellow SkillsUSA State Officers while I am in office.
9. I shall take extreme care of all property belonging to others. I will take responsibility for damage caused to property or facilities for which I am responsible.
10. I shall carry out my duties and responsibilities to the best of my abilities.
11. I shall attend all official conference activities unless I receive prior approval from state staff to be absent.
12. I shall respect and follow my local school policies.

13. I will maintain high academic standards. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled. I will forfeit my office if I receive an 'F' on my report card.
14. I will give permission to SkillsUSA to be my Friend/Follow any content I post on social media. I understand these websites will be monitored for adherence to this code of conduct, including the diversity and inclusion policy.
15. I am responsible for reporting any violations of this code of conduct committed by myself or by fellow officers.

If other situations arise that are not covered by the Code of Conduct for SkillsUSA Wisconsin State Officers, I shall use my best judgment in the situation. Above all, I will try to act in such a way that I will reflect positively on SkillsUSA Wisconsin.

Event Assignments

Throughout the year, officers will be required to attend various events throughout the state of Wisconsin. Not all events are considered mandatory for officers, and ample notice will be given to all student leaders prior to mandatory events. Students will be required to sign up for various district and regional events for which they will attend as a student officer. When a student commits to these events, they are taking the responsibility to arrange transportation and manage their calendar for conflicts. Students are reimbursed for travel within the state at rates dictated by the Wisconsin Department of Public Instruction. If a student is struggling to arrange travel, it is encouraged that they work with their team members to help arrange transportation to and from events. SkillsUSA Wisconsin staff will work to help arrange these connections, however, cannot transport students themselves.

Mandatory Student Events for 2025-26

Event	City	Dates
Post-Election Orientation	ONLINE MEETING	April 6 th 2025
Summer State Officer Training (SSOT)	Steven's Point, WI	August 19 th - 20 th 2025
Fall Leadership Conference (FLC) <i>Dates are still to be confirmed.</i>	Steven's Point, WI	November 15 th - 17 th 2025
All CTSO Government Day	Madison, WI	TBD <i>Likely November</i>
Winter SLSC Planning Day	Madison, WI	TBD <i>Feb/March</i>
State Leadership and Skills Conference (SLSC)	Madison, WI	April 6 th - 8 th 2026

Optional Student Officer Events

Event	City	Dates
National Leadership and Skills Conference (NLSC)	Atlanta, GA	June 20 th - 28 th 2025
Wisconsin Technology Education Association (WTEA) Conference	Wisconsin Dells, WI	TBD <i>Likely March</i>

SkillsUSA Wisconsin Constitution

Selected articles are related to the creation of officer positions and election requirements.

ARTICLE VII: Officers

Section I. The officer positions shall consist of a President, a Vice President, a Treasurer, a Secretary, a Reporter, a Middle School Liaison and six District Vice Presidents.

- a) The offices of President, Vice President, Treasurer, Secretary, and Reporter will be at large positions. They shall be elected by a majority vote of the voting delegates present at the Delegate Assembly of the State Leadership Conference of Wisconsin Secondary SkillsUSA.
- b) The District Vice Presidents shall include one District Vice President representing each of the Wisconsin Secondary SkillsUSA Districts. The District Vice Presidents shall be elected by a majority vote of the voting delegates present at the Delegate Assembly of the State Leadership Conference from each respective district.
- c) The office of Middle School Liaison shall be elected by a majority vote of the voting delegates present at the Delegate Assembly of the State Leadership Conference of Wisconsin Secondary School SkillsUSA.
- d) The State Officer Team of the Wisconsin Association of SkillsUSA shall consist of all the elected officers.

SkillsUSA Wisconsin Bylaws

Selected articles are related to the election and responsibilities of state officers.

ARTICLE I: Qualifications for State Office

Section I. Only active members will be eligible to hold office in SkillsUSA.

Section II. To be eligible for a state office, candidates must possess a working knowledge of parliamentary procedure, must know the objectives and purposes of the SkillsUSA and must possess the personal characteristics necessary to carry out the duties of the office for which the individual is a candidate. The potential officer candidate must have plans to be in a secondary school Industrial, Technology and Engineering or Health Education program of instruction during the ensuing school year. The individual must have the approval of the Nominating Committee.

Section III. To be eligible for a District Vice President position, the candidate must be a member of a local SkillsUSA chapter which is in that district. The District Vice President must remain an active member of a local SkillsUSA chapter in that district for the duration of his or her term. Becoming inactive in SkillsUSA or moving to a different school which is outside the district for which a person was elected will result in giving up that District Vice President position.

Section IV. To be eligible for an At Large or District Vice President position, the candidate must be entering grades 9-12 for the following school year.

Section V. To be eligible for the Middle School Liaison position, the candidate must be entering grades 7-8 for the following school year.

Section VI. Any candidate will be disqualified from candidacy for conduct unbecoming a member or an officer of SkillsUSA.

Section VII. The Nominating Committee shall be composed of the State Officer Team along with chapter advisors and professional members designated by the SkillsUSA Wisconsin Board of Directors and the State Director.

Section VIII. Each local SkillsUSA chapter is eligible to run only one candidate per available office

Section IX. No person may hold the same State Officer position more than one term. The exception will be made for the middle school liaison position where a member

may hold that position up to two terms if no other middle school member runs for this office.

ARTICLE II: Duties of State Officers

Section I. President. It shall be the duty of the President of the state association to preside at all business meetings of SkillsUSA; to preside over State Officer Team meetings; to represent the association at all SkillsUSA Wisconsin Board of Directors meetings or designate a representative in his or her absence; to make all necessary committee appointments including the designation of committee chairs; to develop with the State Officer Team a program of work for the ensuing term of the office; and to be available, as necessary, in promoting the general welfare of SkillsUSA.

Section II. District Vice Presidents. District Vice Presidents of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and the State Director:

- a) To accept the responsibilities of the President as occasions may demand and be available as necessary in promoting the general welfare of SkillsUSA.
- b) To call the attention of the presiding officer to any error in procedure; to keep possession of the necessary references to check any decision in question; and be available, as necessary, in promoting the general welfare of SkillsUSA.
- c) To assist chapters in their respective districts with organization, public relations, or other activities as appropriate. To represent the concerns of chapters in their districts to the State Officer Team. To promote the establishment of new chapters and the growth of existing chapters in their districts. To act as a liaison between chapters in their district and the state SkillsUSA office.

Section III. Vice President - The Vice President of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and the State Director:

- a) Assist the President as needed in the carrying out of his or her responsibilities.
- b) Assume the role and responsibilities of the President when the President is unable to do so and complete the current term of the President if the President is unable to do so.
- c) Chair the state Professional Development Committee.

Section IV. Secretary - The Secretary of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and the State Director:

- a) Prepare agendas for all State Officer Team meetings under the guidance of the President and the State Director.
- b) Record the minutes of all State Officer Team meetings. Compile the minutes for review and approval of the State Officer Team. Maintain a record-keeping system for all actions and activities of the State Officer Team and all standing committees.
- c) Assist other officers with writing and editing of correspondence, reports, articles, and other written items as needed.
- d) Chair the state Membership Committee.

Section V. Treasurer - The Treasurer of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and the State Director:

- a) Assist local chapters with understanding the budget process and financial record keeping as needed.

Section VI. Reporter - The Reporter of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and the State Director:

- a) Develop plans for promoting SkillsUSA at the state level. Assist in fulfilling the state program of work in any areas which relate to promotion or public relations. Ensure all state level activities are publicized to all appropriate media.
- b) Oversee the production of a state SkillsUSA newsletter to include: Solicitation of contributions; overseeing the design and layout; editing content for appearance and format; ensuring coverage of state level activities and select local chapter activities; and soliciting of advertising to cover production costs. The newsletter production schedule will be determined by the State Officer Team and the State Director.
- c) Assist local chapters with understanding promotion and public relations and with carrying out activities related to these areas.
- d) Chair the state Advocacy & Marketing Committee.

Section VII. Middle School Liaison - The Middle School Liaison of the state association will have the following responsibilities in addition to serving in any appropriate capacity as directed by the President and the State Director:

- a) To assist middle school chapters with organization, public relations, or other activities as appropriate.
- b) To promote the establishment of new middle school chapters and the growth of existing middle school chapters.
- c) To act as a liaison between middle school chapters and the state SkillsUSA office.

Section VIII. Immediate Past Officers - Upon completion of their term of office, all state officers will become "Immediate Past Officers" for a period of one year. In this position, they have the opportunity to act as mentors for the new state officers and assist the new state officers in carrying out their duties. They will be encouraged to attend official SkillsUSA functions in this role. With the approval of the State Director a portion of their expenses for attending these functions may be covered by the state association.

- a) To retain the position of "Immediate Past Officer" and be allowed to act in this capacity, the former state officer must continue to be an active SkillsUSA member. This can be as a regular student member, a professional member, or a SkillsUSA Alumni member.
- b) "Immediate Past Officers" will continue to be included in communications from the state office for one year after their term as a state officer.

ARTICLE III. The State Officer Team

The State Officer Team of SkillsUSA shall meet upon the call of the President or the State Director. It shall be the duty of the State Officer Team, with the approval of the State Director, to plan for the welfare, to represent, and to act for this state association as occasions may demand.