



SkillsUSA®

Cedar High School
Chapter Officer Application

2015-16
Officer Duties

President

- Presides over all chapter meetings
- Works with and encourages others to work for the chapter
- Possesses the ability to delegate effectively
- Makes impartial judgments
- Keeps members informed
- Conducts meetings using parliamentary procedure

Vice President

- Presides at meetings and functions in the absence of the president
- Is well informed of the issues and skilled in handling the chapter's business
- Carries specific responsibility for program planning
- With the parliamentarian, is responsible for the arrangement of the meeting room
- Assists the president

Treasurer

- Keeps the record of chapter funds
- Bills for annual dues
- Sends out membership records
- Pays all approved bills
- Maintains accurate records of income and expenses
- Prepares financial statements

Secretary

- Keeps all chapter records for continuous reference to all that has happened
- Sets the agenda
- Advises the president on agenda during meetings
- Reads previous minutes and takes new minutes at every meeting
- Counts votes
- Handles chapter correspondence

Reporter

- Gets news about the chapter before the public
- Is able or willing to learn to write news stories on chapter activities
- Prepares and distributes news releases to local media

Parliamentarian

- Acts as the chapter authority and consultant to the president on procedural matters
- Has a working knowledge of parliamentary law and gives opinions based on it
- Calls attention to errors in procedure

CHS Skills USA Chapter Officer Application

Name: _____ **Grade:** _____

Position Desired: _____

Email: _____ **Cell Phone #** _____

Why are you qualified to be a CHS SkillsUSA Chapter Officer?

What is your best quality/How will you strengthen our group?

Do you have any ideas to contribute to our chapter (activities, fundraising, community service etc.)?

Will you be available for meetings that are pre-scheduled?

Holding a SkillsUSA Chapter Officer title means that you agree to take on certain responsibilities and you agree to represent the organization and your school. With that in mind, what does it mean to you to be a leader?

Are you somewhat familiar with Parliamentary Procedure/Robert's Rules of Order?

Anything else that you would like to add to your application/that you would like the reviewers to know:

Thank you very much for your application! It will be reviewed and you will be contacted by September 10th