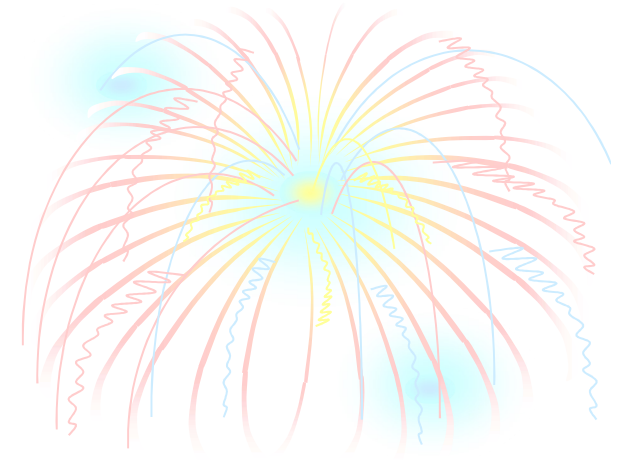




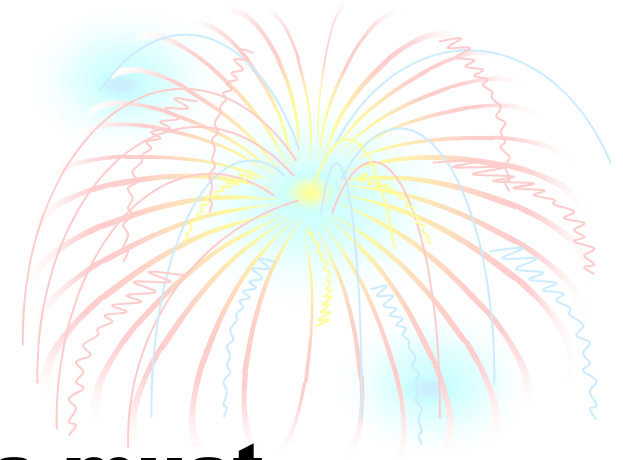
Demonstrate Knowledge of SkillsUSA Officer Responsibilities

**TN 7.2.A.
S-2.1**



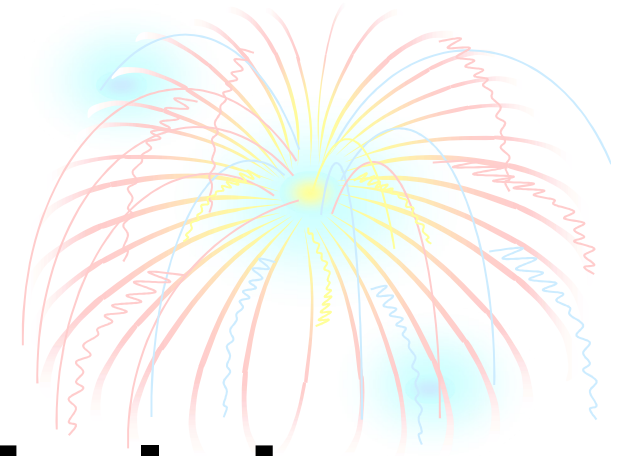
- **Professional associations, business groups, and civic organizations all have officers of one type or another.**
- **To hold an office in a local, state, or national organization is an honor.**

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- **First and foremost, officers must expand their perspective from the interests of a *single* member to the *total picture* that encompasses the purposes of the whole organization.**
- **In accepting their offices, they assume the responsibility of doing everything they can to make the *organization* better and stronger.**

President



- **The president's duties include:**
 - **Presides over chapter meetings, using proper parliamentary procedure.**
 - **Works with other officers to prepare agenda.**
 - **Represents SkillsUSA in school and community functions.**

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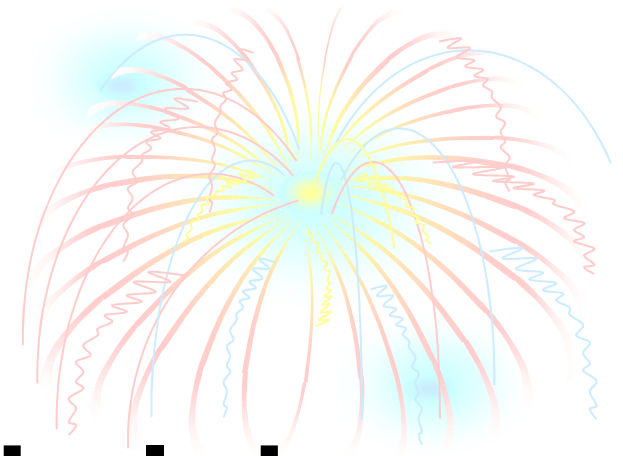
Vice President



- **The vice president's duties include:**
 - **Presides at meetings and other functions in the absence of the chapter president.**
 - **Supervises all committees.**
 - **Serves as program chairperson and introduces programs at chapter meetings.**

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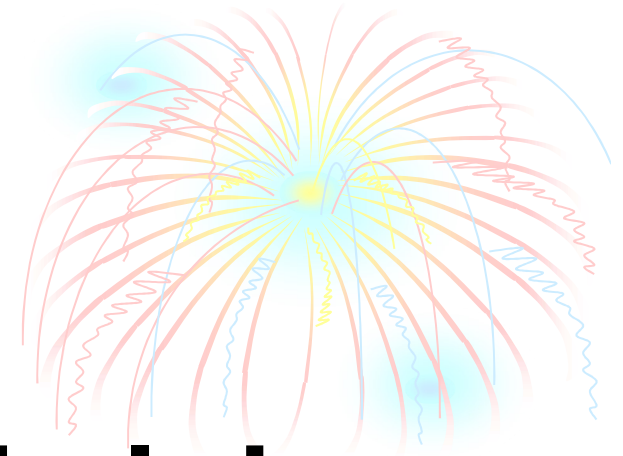
Secretary



- **The secretary's duties include:**
 - **Maintains all chapter records.**
 - **Records minutes of all meetings.**
 - **Handles all chapter correspondence.**

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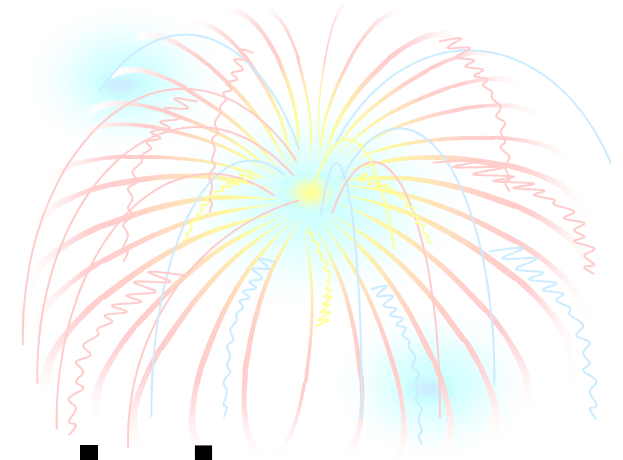
Treasurer



- **The treasurer's duties include:**
 - **Keeps records of chapter funds.**
 - **Collects annual dues from members.**
 - **Prepares financial statements, including annual financial statement.**

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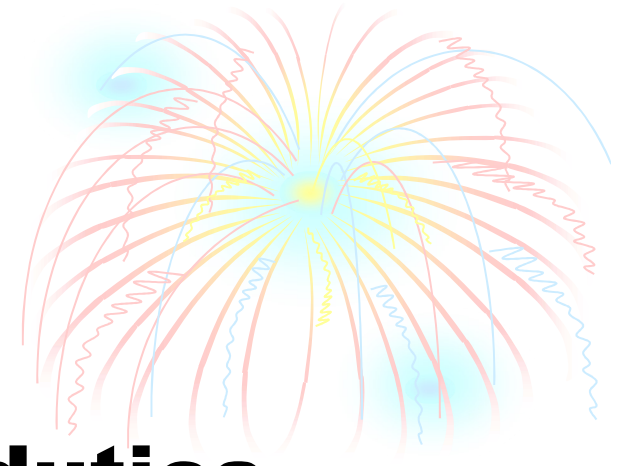
Reporter



- **The reporter's duties include:**
 - **Writes news stories on chapter activities.**
 - **Contacts school newspaper and the local news media about SkillsUSA events.**
 - **Gets acquainted with local news editors.**

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Parliamentarian



- **The parliamentarian's duties include:**
 - **Oversees proper business procedure of all chapter meetings.**
 - **Serves as consultant and expert on parliamentary procedure using adapted resource materials.**

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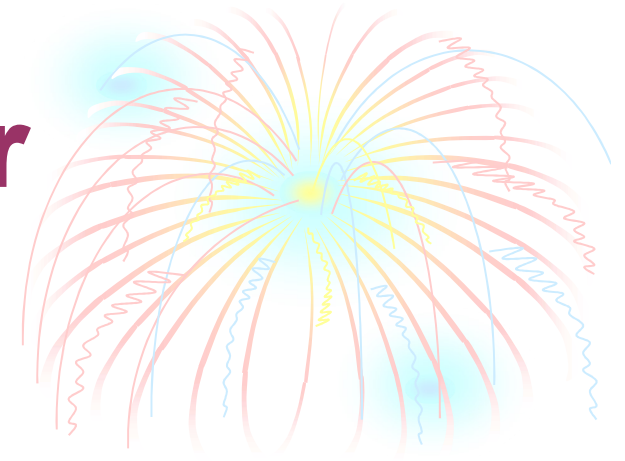


- **Whether you are a member of an organization or an officer, it is important to understand the duties and responsibilities of each elected office.**

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SkillsUSA Chapter Officers



- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Reporter**
- **Parliamentarian**