SkillsUSA Officer Duties

President Treasurer MAJOR DUTIES MAJOR DUTIES • Presides over chapter meetings, using proper parliamen-· Keeps records of chapter funds • Collects annual dues from members tary procedure • Prepares financial statements, including annual financial state-• Works with other officers to prepare agenda · Represents SkillsUSA in school and community ment functions CANDIDATES: CANDIDATES: Reporter **Vice President** MAJOR DUTIES **MAJOR DUTIES** • Writes news stories on chapter activities • Presides at meetings and other functions in the absence of • Contacts school newspaper and the local news media about SkillsUSA-VICA events the chapter president • Gets acquainted with local news editors • Supervises all committees • Serves as program chairperson, introduces programs at CANDIDATES: chapter meetings CANDIDATES: **Parliamentarian** MAJOR DUTIES • Oversees proper business procedure of all chapter meetings Secretary • Serves as consultant and expert on parliamentary procedure **MAJOR DUTIES** using adapted resource materials • Maintains all chapter records CANDIDATES: • Records minutes of all meetings • Handles all chapter correspondence CANDIDATES:

Consult the SkillsUSA Leadership Handbook for a complete list of official duties for each office.