

SkillsUSA Utah

State Officer Trainer Duties

The SkillsUSA Utah State Officer Trainers are responsible for the managing, mentoring and training of the State Officer team which includes chaperoning, guiding, educating and directing the team for SkillsUSA Utah.

State officers represent our organization and are often the first impression the public receives of SkillsUSA. State Officers are student members, elected by their peers, who help plan, facilitate and conduct SkillsUSA Utah state level activities. SkillsUSA Utah relies on the officer team to serve as ambassadors during visits and presentations to business/industry partners, education professionals, state and national legislators. Other activities include trade shows, conferences, school visits, professional development activities and similar events. State officer team involvement at these activities promote the value of Career and Technical Education and SkillsUSA.

Duties include, but are not limited to:

- Maintain communications with the state officer team members and the state director via email, text and other methods as needed
- Chaperon the state officer team at all state level events
- Provide training for all team members, to include: Public speaking, parliamentary procedure, award presentations, advocacy, ice breakers, travel/expense reports, etiquette, professional dress, time management, team building, professional expectations, etc.)
- Create and distribute the State Officer Binders (make copies of all necessary materials)
- Collect/maintain reports of officer team activities/events
- Coordinate officer travel, which may include transportation of state officers to and from and/or during an event. May include planning/preparing meals.
- Order and distribute State Officer name badges and polo shirts
- Prepare the officer team training agenda/calendar, in cooperation with the officer team members.
- Plan and facilitate the pre-State Leadership Conference training in March
- Create “New Officer Packets,” to be completed by the close of the State Leadership Conference, to include: A welcome letter with information about training (dates and location) and an information form (shirt size, blazer size, mailing address, E-mails, phone number, etc.)
- Complete all hotel reservations for the officer team members for in-state events, as needed. Confirm all air travel and hotel accommodations for officer team members attending the national conference.
- Create and/or revise workshop materials, presentation sessions and/or PowerPoint presentations.
- Facilitate officer team training Sessions
- Take official team portrait and email it to the Webmaster
- Update State Officer Page on the State Website and/or coordinate with the Website designer to do so.
- Insure each officer completes and receives their State Officer Statesman Award
- Encourage and assist Officers with the completion of the Career Essentials activities.
- Other duties as assigned by the SkillsUSA Utah State Director

- Observe officers in action and assign offices according to their abilities.
- Attend the Utah Leadership Training Institute, train and prepare officer team for this event. (1 night in October)
 - Prepare the script document to be used at the Utah Leadership Training Institute / Fall Leadership training event
 - ULTI preparation/training: 2 nights in August
 - ULTI final preparation/training: 2 nights in September
 - Oversee all student involved activities at ULTI
 - Prepare/train officer team members to be the student session presenters
- Facilitate officer team holiday party (1 night in November)
- Attend the UACTE “Day on the Hill” at the Utah State Capital, prepare officer team to be strong advocates for Career and Technical Education. (1 night in Feb./March)
- Attend and prepare the officer team for the SkillsUSA Utah Leadership and Skills Conference. (state conference) (3 nights in April)
 - Prepare the Utah Leadership and Skills Conference script document to be used at the state conference events (Opening session, Awards session, Delegate sessions, etc.) and practice with the state officer team.
 - State conference preparation/training. (1 night in March)
 - Oversee the election of state officers during the state conference event.
 - Assist in headquarters as needed.
- New officer team orientation (1-2 nights in May)
- Attend the Utah Career and Technical Student Organization Leadership Training Institute (3 days in June)
- Attend the national conference, provide support and guidance for national officer candidates, meet flight groups at the airport, attend delegate sessions with officer team members, assist in headquarters as needed (10 days in June)

Typical Calendar of Events:

August -ULTI Prep, 2 nights
 September -Final ULTI Prep, 2 nights
 October -ULTI, 1 night
 November -Holiday Party, 1 night
 February -Day on the Hill, 1 night
 March -State Prep, 1 night
 April -State Conference, 3 nights
 May -Team Orientation, 1-2 nights
 June -CTSO LTI, 3 nights
 June -Nationals, 10 Days