

Office Positions & Responsibilities

# President

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| Work with advisers to plan meeting and create agenda* Work with advisers to post agenda and inform members about upcoming meetings/events
* Run meetings using parliamentary procedure
 | Attend leadership meetings* Assist in planning of chapter activities and projects
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# Vice President

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| Assist the president in running meetings* Assist with the planning of chapter activities and projects
 | If the president cannot fulfill their obligation, the vice president assumes the role |

# Secretary/Treasurer

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| Record chapter minutes at chapter meetings* Work with advisers to post minutes from chapter meetings
* Read minutes from previous meeting to the chapter
 | Report current funds to chapter at meetings* Work with advisers and business manager with account transactions
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# Expectations of all Officers

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| Must be an active member in previous years in SkillsUSA* Must be enrolled in an CTE course throughout the present school year
 | Must demonstrate outstanding qualities of leadership and character* Must abide by the rules outlined in the Hanson School Student Handbook
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