

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 |

# 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 |

# 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 |