

IONITE

YOUR POTENTIAL

2024-2025

**REGIONAL
OFFICER**

**PROGRAM GUIDE
2024-2025**



Foreword

The Regional Officer Program Guide was created to assist SkillsUSA Arizona advisors and members in preparation for regional officer candidacy. It provides an overview of the regional officer program from beginning (candidacy) to end (completion of year of service). Each section of the Regional Officer Program Guide provides information for advisors, members or parents in understanding the expectations of a regional officer, as well as clarifying the qualifications, rules and details of candidate events. We hope this all-encompassing resource will aid our stakeholders in better understanding the regional officer election process as well as give an insight into the goals and objectives of the program and expectations of the regional officers once they are elected.

Contact Information for Questions

For questions regarding the regional officer election process (candidates), teams, and program:

Michelle Martinez

Michelle.martinez@azed.gov

During the fall semester each year, SkillsUSA Arizona delegates from across the state elect seven officers in each region to serve as student leaders for the organization—regional officers. These student leaders serve in a variety of roles throughout their year of service. As leaders, they serve as communicators, advocates and facilitators.

The regional officer teams help lead our state conferences, including the Fall Leadership Conference and Camp Champion. They also lead their own Regional Leadership & Skills Conferences. The regional officer teams also serve local chapters and teach members skills from the SkillsUSA Framework to help them become career ready.

Being a regional officer is a premier personal growth and student leadership experience within SkillsUSA Arizona. The overall program focuses on five key essential elements of the SkillsUSA Framework: Responsibility, Communication, Teamwork, Leadership and Professional Development. The skills learned through the regional officer program will help these student leaders not only be successful in serving the organization, but also throughout their lives and future careers.

Section 1—Regional Officer Position Description

Position Title: SkillsUSA Arizona Regional Officer

Work Location: Remote with travel opportunities for trainings and assignments

Duration: Sept. 2024 - March 29, 2025

Weekly Hours: Five hours or more per month. This time includes trainings, assignments, activities, pre-work, growth plans, mentoring meetings, etc.

Reports To: SkillsUSA Arizona Regional Coordinator

Application Process: Complete regional officer application by Aug. 26, 2024, and participate in the regional officer election process

ORGANIZATION BACKGROUND

SkillsUSA is a national career and technical student organization which serves middle school, high school and college/postsecondary students who are preparing for careers in career and technical education. SkillsUSA's mission is to empower students to become skilled professionals, career-ready leaders and responsible community members. We improve the quality of our nation's future skilled workforce through the development of SkillsUSA Framework skills that include personal, workplace and technical skills grounded in academics. Our vision is to produce the most highly skilled workforce in the world, providing every member the opportunity for career success.

SUMMARY

The primary role of a SkillsUSA Arizona Regional Officer is to serve SkillsUSA at the regional and state level to support our organization's mission. Being a regional officer means representing more than 15,000 student members, as well as the principles and purposes of our organization at all times. In this role, an officer will be communicating key organization information along with promoting career and technical education. As a student leader, each officer must be clear on their priorities, able to manage a variety of tasks and projects, and use effective time and stress management strategies.

Through this program, regional officers are challenged to risk boldly, seek improvement, crave feedback and support honestly. Regional officers have several opportunities to risk boldly and step outside of their comfort zone within a supportive environment. During the program, officers are taught advanced communication and facilitation strategies that they implement within their work. Regional officers must have a desire to improve and be open to feedback. While serving on their officer team, they must collaborate with their fellow regional officers and support them sincerely.

Regional officers must understand the value of their current work and its future impact. Officers may have meetings or presentations with business and industry, government officials and educational leaders, all of which help shape the image and future of SkillsUSA Arizona and career and technical education.

MINIMUM REQUIREMENTS:

Candidates should meet the minimum requirements outlined below:

- Active membership status (or membership in progress) at time of election and through the completion of term in office. If membership is not completed on or before October 2, 2024, the position is forfeited.
- Endorsement of the chapter representing during term in office.
- Been selected by their chapter as a regional officer candidate.
- Adhered to all regional officer candidate requirements found in the Regional Officer Program Guide.
- Be in good standing at your school and on track to graduate.

PREFERRED REQUIREMENTS:

The position requires strong SkillsUSA and CTE experience. Participation in the following programs is beneficial: Elevate, Washington Leadership Training Institute (WLTI), Fall Leadership Conference (FLC), Camp Champion or earning the President's Volunteer Service Award.

TRAVEL REQUIREMENTS:

Regional officers must be available to travel for training and events throughout their year of service. Please see the "Training Schedule for the 2024-2025 SkillsUSA Arizona Regional Officer Teams" on page 6.

ASSIGNMENTS

Throughout the regional officers' year of service, they will be engaged in several assignments including helping with our state conferences: the Fall Leadership Conference (FLC) and Camp Champion; and leading their Regional Leadership & Skills Conference (RLSC). There will also be opportunities to assist at the State Leadership and Skills Conference in April 2025.

ADDITIONAL ASSIGNMENTS

Selection of a regional officer for a particular assignment is based on many factors: the necessary skill set, past performance, recent opportunities, training program, future career goals, geographic location and budget constraints. All factors are considered before an officer is offered an opportunity.

Training Schedule for the 2024-2025 SkillsUSA Arizona Regional Officer Teams

The below calendar serves as the minimum training and travel requirements for the 2023-2024 SkillsUSA Arizona Regional Officer Teams but does not include the five estimated hours of additional time dedicated to office each month. Additional travel and/or assignments may be added at any time with advance notice.

Regional Officer Virtual Orientation (mandatory)	September 13, 2024: 4pm MST	Virtual/Zoom
Regional Officer Training (mandatory)	Oct. 2, 2024	Phoenix, AZ
Fall Leadership Conference (mandatory)	Oct. 3, 2024	Phoenix, AZ
Camp Champion (Optional)	Nov. 6-8, 2024	Williams, AZ
Regional Leadership & Skills Conference (mandatory): This is the premier conference where Regional Officers' leadership skills will shine the most!	January-March	Varies: Regional Officers are required to attend their own regional conference
State Leadership & Skills Conference (Optional)	April 22-23, 2025	Phoenix, AZ

Unless designated as optional, **all** events listed above are mandatory for all regional officers to attend in-person.

In the application process, we require a support letter from a student's advisor, so our expectation is that officers will engage in all experiences at a high-level.

Updated August 2024

Section 2—Election Process

2024-2025 Regional Officer Application

PREPARATION OF INFORMATION AND APPLICATION COMPONENTS The regional officer candidate application is available online only, but there are several items you need to prepare before starting the online application, as it will not save unfinished work.

The steps below will assist you in your application preparation.

**The application deadline is Aug. 26, 2024, at 5:00 p.m. PT.
No exceptions.**

Step 1

Ensure the regional officer candidate qualifications are met. Please see the “Minimum Requirements” on Page 5.

Completion of membership is preferred prior to Regional Officer Elections, but if the chapter advisor is in progress of completing membership, it must be finished prior to October 2, 2024, or the position will be forfeited.

Step 2

If qualifications are met, request and gather the following documents as early as possible in your application preparation process. You will upload and attach these documents in PDF format only as part of your online application.

A. Chapter Advisor Support Letter

This letter must be from the advisor of the chapter and confirm the candidate will be a member of it during their term in office, and that they will support the candidate during their term in office. Please save this document as PDF. Please label the letter of support as: First Name Initial.Last Name.ChapterAdvisorSupportLetter.PDF (example: J.Smith.ChapterAdvisorSupportLetter.PDF)

B. Resume

A current resume should be updated and must be submitted during the application process. Please save this document as a PDF. Please label the resume as: First Name Initial.Last Name.Resume.PDF (example: J.Smith.Resume.PDF)

C. Unofficial Transcripts

Unofficial transcripts can be requested by your school registrar or counseling office. Please save this as a PDF. Please label the transcript as: First Name Initial.Last Name.Transcript.PDF (example: J.Smith.Transcript.PDF)

APPLICATION SUBMISSION AND DEADLINE

Once you begin the online application process, you must complete the entire application in one sitting, as it will not save unfinished work. If you stop in the middle, you will have to start over.

Upon successful submission, you will receive a confirmation email.

You will be notified by Aug. 29, 2024, if you are eligible to proceed in the election process.

[Start My Application](#)

REGIONAL OFFICER ELECTION PROCESS

Candidate Interview

Virtual interviews with regional officer candidates may be scheduled between Aug. 29 and Sept. 6. More information will be provided on Aug. 29 to those who have advanced to this stage. Note that Region 1 candidates' interview schedule will be prior to Sept. 6.

Interviews will last no longer than 15 minutes and will be typical of an entry-level industry job interview.

Speeches

Regional officer candidates will each record a two-minute campaign speech. Candidates in Regions 1 do not need to record their speech, but still need to have it written (more information below).

Speeches must be submitted by Sept. 2, 2024 for Region 1.

Speeches for all other regions must be submitted by September 6.

Speeches should be filmed in one continuous take, with no cuts or other editing of any kind. Speeches should be filmed in front of a plain, non-descript background. Candidates should be dressed in SkillsUSA Official Attire or business professional attire.

More instructions will be shared to candidates who successfully move forward from the interview process.

Things to Think about for a speech:

- Introduce Yourself, Your School, and Your CTE Program
- Why Are You Running for Regional Office?
- What Are Your Strengths?
- Creativity is Great, but you also need Members to Hear your Message...be careful to balance the two!

Campaign Policies and Procedures

For all regions except Regions 1, campaigning will be allowed from Sept. 2, 2024, through the close of online voting on Sept. 12, 2024. Region 1 Candidates may campaign September 2-September 6 before the start of Leadership Conference.

Regional officers for Regions 1 will be elected in-person during their region's Student Leadership Conference. There will be no online voting for Regions 1.

Region 1: Sept. 6, 2024, at Arizona Western College

Speeches:

- Region 1: candidates will present their speeches in person at the Leadership Conference on September 6. Candidates in Region 1 must be present to give their speech or risk disqualification.
- For all other regions, candidates' speech submitted through video format will be presented through Social Media of SkillsUSA Arizona and your region. Candidates for Regions 2-8 may also publish their own videos on their own social media accounts once their candidacy is approved by the Regional Coordinator.

Campaign Violations

If you believe a violation of campaign policies and procedures has occurred, please report it via email to michelle.martinez@azed.gov. Violating campaign policies and procedures may result in disqualification.

Voting

Voting for regional officers in Region 1 will be conducted via a secret ballot system and will be held in person on September 6, 2024.

Voting for regional officers in Regions 2-8 will be done online via an election system. The voting window will open on September 6 and close on September 12, 2024 at 5pm MST

Final Vote

The top seven vote recipients in each region will be regional officers.

Any unopposed office must receive a majority of the submitted votes.

Section 3—Announcement and Post-Election Information

- Region 1 Regional Officers will be announced at the conclusion of the Leadership Conference on September 6, 2024, and again online and via social media on September 13, 2024.
- Regions 2-8 Regional Officers will be announced online and via social media on September 13, 2024.

POST-ELECTION TRAINING

On Oct. 2, 2024, the new regional officers will begin their training in-person at the Phoenix Convention Center. There will be a mandatory zoom meeting for Regional Offices, their advisors, and Regional Coordinators on September 16, 2024, at 4pm MST. Zoom link and calendar invites will be sent out on September 13, 2024 to the newly elected Regional Officers and their advisors.

MESSAGE FROM THE STATE DIRECTOR

Congratulations on taking the next step in your leadership journey by applying for a Regional Officer position! Every opportunity that you take allows you to participate in rich experiences, discover areas of strength, and grow into a career ready worker! Take the time to read through this guide carefully and ask your advisor for assistance as you work through it. Just completing the application and interview process prepares you for your future job search. I look forward to seeing your campaign speeches and meeting you at Regional Officer Training on October 2!

Michelle Martinez
SkillsUSA Arizona State Director

