



2023-2024

**REGIONAL OFFICER
PROGRAM GUIDE**

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:

Daniel Kelly

daniel.kelly@azed.gov

602-542-5565

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 teaches 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. 2023 - March 29, 2024
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. 27, 2023 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 at time of election and through the completion of term in office.
- 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.

PREFERRED REQUIREMENTS:

The position requires strong SkillsUSA and CTE experience. Participation in the following programs is beneficial: Activate, 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 2023-2024 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).

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 2023-2024 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.

Task	Month	Location
Regional Officer Training	Oct. 4, 2023	Phoenix, AZ
Fall Leadership Conference	Oct. 5, 2023	Phoenix, AZ
Camp Champion (Optional)	Nov. 1-3, 2023	Williams, AZ
Regional Leadership & Skills Conference	February (1-2 Days)	Varies
State Leadership & Skills Conference (Optional)	March 28-29, 2024	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. Some travel expenses for official SkillsUSA Arizona regional officer business will be covered by the organization, on a case-by-case basis.

Updated August 2023

Section 2—Election Process

Regional Officer Candidate Application and Submission

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. 27, 2023, at 11:59 p.m. PT.
No exceptions.**

Step 1

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

NOTE: Each regional officer candidate shall be an active SkillsUSA member and eligible to retain active membership in the organization until the member completes their term in office, if elected. Please double-check with your SkillsUSA chapter advisor and confirm dues for chapter, state and national membership were submitted by the state and national deadlines for the year you are running for regional office.

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.

Documents are to be labeled (First Initial_Last Name_Document Title), i.e.,
J_Smith_ChapterAdvisorSupportLetter.PDF

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.

Resume

A current resume should be updated and must be submitted during the application process.

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. 28, 2023, 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 will be scheduled between Aug. 29 and Sept. 1. More information will be provided on Aug. 28 to those who have advanced to this stage.

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 and 8 do not need to record their speech, but still need to have it written (more information below).

Speeches must be submitted by Sept. 4, 2023

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.

Campaign Policies and Procedures

For all regions except Regions 1 and 8, campaigning will be allowed from Sept. 5, 2023, through the close of online voting on Sept. 15, 2023.

Regional officers for Regions 1 and 8 will be elected in-person during their region's SPARK Leadership Conference. There will be no online voting for Regions 1 and 8.

Region 1: Sept. 6, 2023, at the Yuma Civic Center

Region 8: Sept. 12, 2023, at Monument Valley High School, Kayenta

In-Person Speeches

In all regions except Region 7, candidates are encouraged to attend their SPARK Leadership Conference to deliver their campaign speeches in-person to attending voting delegates. While this is not required for those in all regions except Regions 1 and 8, those who do attend will likely have an advantage over those who do not.

Region 1: Sept. 6, 2023, at the Yuma Civic Center (Attendance Required)

Region 2: Sept. 5, 2023, at Chase Field, Phoenix

Region 3: Sept. 5, 2023, at Chase Field, Phoenix

Region 4: Sept. 15, 2023, at the Yavapai College Career and Technical Education Center, Prescott

Region 5: Sept. 5, 2023, at Chase Field, Phoenix

Region 6: Sept. 8, 2023, at Cochise College, Douglas

Region 7: No in-person conference

Region 8: Sept. 12, 2023, at Monument Valley High School, Kayenta (Attendance Required)

Campaign Violations

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

Voting

Voting for regional officers will be via a secret ballot system.

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.

Contact Information for Questions

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

Daniel Kelly

daniel.kelly@azed.gov

602-542-5565

Section 3—Announcement and Post-Election Information

The 2023-2024 SkillsUSA Arizona Regional Officers will be announced online and on social media on Sept. 18, 2023, at noon. Regional officers for Regions 1 and 8 will be announced during their region's SPARK Leadership Conference.

POST-ELECTION TRAINING

On Oct. 4, 2023, the new regional officers will begin their training in-person at the Phoenix Convention Center. Additional information will be given upon the announcement of regional officers.

The SkillsUSA Arizona State Office will work with regional officers' advisors to make travel arrangements depending on the needs of each officer, on a case-by-case basis.

