



SECRETARY RESPONSIBILITY

Being an officer in the SkillsUSA Organization is an honor that carries specific responsibilities.

SkillsUSA officers must be concerned about the organization's purposes and its successful and efficient functioning. They must prepare themselves for these responsibilities by:

- *Studying and practicing to become more skillful in their duties*
- *Developing a complete knowledge of SkillsUSA's constitutions and bylaws*
- *Approaching issues objectively to make decisions for the good of all members*
- *Carrying out duties thoroughly, on time and to the best of their abilities*
- *Working cooperatively to make their leadership strong and effective and to ensure the organizations success.*

Officers should remember they were selected to lead for one year. In accepting their offices, they assume the responsibility of doing everything they can to make this organization better and stronger.

Local Chapter Secretary Responsibility

- Keeps all chapter records for continuous reference to all that has happened
- Sets the agenda
- Advises the president on agenda during meetings
- Reads previous minutes and takes new minutes at every meeting
- Counts votes
- Handles chapter correspondence
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties

District Secretary Responsibility

- Keeps all district records for continuous reference to all that has happened
- Sets the agenda
- Advises the president on agenda during meetings
- Reads previous minutes and takes new minutes at every meeting
- Counts votes
- Handles district correspondence
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties

State Secretary Responsibility

- Keeps all State records for continuous reference to all that has happened
- Sets the agenda
- Advises the president on agenda during meetings
- Reads previous minutes and takes new minutes at every meeting
- Counts votes
- Handles State correspondence
- Refer to the "SkillsUSA Leadership Handbook" for Officer and their duties