

RESPONSIBILITIES

of a SkillsUSA Montana State Officer Local Advisor

The success of our state officer team depends largely on the support of local advisors. Duties of such advisors are listed below:

- Ensure that their officer receives communication from the state office.
- Ensure that their officer responds in a timely manner to all requested materials or information.
- Ensure that their officer attends all called meetings and activities.
- Ensure that their officer abides by all policies and procedures as outlined in their Leadership Handbook, State Officer Contract, and any other such items that may be communicated to them in writing or verbally by the state director or designee.
- Review all assignments before they are submitted to the state office (speeches, articles, minutes, journal entries, etc.).
- Arrange transportation for your officer to and from events.
- Serve as a chaperone on state officer trips.
- Assist in planning and preparing state officer speeches, scripts, skits, sessions and other documents.
- Encourage and support the state officer team in fulfilling their mission to serve SkillsUSA Montana.