

SkillsUSA Knowledge Test Study Guide

SkillsUSA Motto

“Preparing for leadership in the world of work.”

2007-08 Theme

SkillsUSA: Champions at Work

Symbolism of the SkillsUSA emblem

The **shield** represents *patriotism*.

The **gear** represents the *industrial society*.

The **torch** represents *knowledge*.

The **orbital** circles represent *technology*.

The **hands** represent the *individual*.

SkillsUSA Colors

Red and **white** represent the *individual states and chapters*.

Blue represents the *common union* of the state and chapters.

Gold represents the *individual* (the most important element of the organization.)

Official Attire

For men:

Red SkillsUSA blazer or windbreaker

White dress shirt

Plain, solid black tie

Black dress slacks (not jeans)

Black dress shoes (not sneakers)

For women:

Red SkillsUSA blazer or windbreaker

White blouse

Black dress skirt or slacks (not jeans)

Black or skin-tone sheer seamless hose

Black dress shoes (not sneakers)

Components of the Program of Work

Professional development – provide a foundation for success in a career

Community service – promote good will and understanding in the community

Employment – increase opportunities for employer contact and eventual employment

Ways and means – plan and participate in fund-raising activities

SkillsUSA Championships – demonstrate technical/leadership skills through competitive events

Public relations – make the public aware of the good works performed by CTE students

Social activities – get to know other members in a variety of settings

A **balanced** program of work contains a variety of activities from each component.

SkillsUSA Organizational Structure

Sections (classes) → Chapters (schools) → State associations → Regions → National SkillsUSA
(*West Virginia is in Region 3*)

The SkillsUSA membership year runs from September 1 through August 31.

Types of membership:

Active (student)

Professional (teachers/administrators)

Direct (students in areas without a state or territorial association)

Alumni (former active members)

Honorary life (those who have made a significant contribution to SkillsUSA and/or CTE)

Officers and Their Duties

President – conducts business meetings and represents the organization

Vice-President – presides at meetings in the absence of the president

Secretary – keeps the minutes of each meeting and maintains all chapter records

Treasurer – keeps the record of chapter funds and maintains the bank book

Reporter – places stories about chapter activities with the local media

Parliamentarian – advises the president on meeting procedures

Parliamentary Procedure

- All members have equal rights, privileges, and obligations; the majority has the right to decide and the minority has rights which must be protected.
- A **quorum** is the minimum number of members that must be present to conduct business (usually a majority.)
- No member can speak until **recognized by the chair**.
- The **main motion** is the basis of all parliamentary procedure. All business to be considered by an assembly is introduced by a main motion. This type of motion may only be considered if no other business is pending.
- A motion must be **seconded** to be considered by the assembly; i.e., at least one other person must agree the motion is worth discussing.
- The maker of a motion has the first right to **debate**.
- Motions can be **amended**; i.e., the details of the motion (time, location, etc.) may be changed as long as the substance of the motion remains unchanged.
- Most motions require a **simple majority** (one more than half) to pass; some may require two-thirds.

Professional Development

Goal setting:

- Goal-setting is the process of deciding *where* you want to go and *how* you're going to get there.
- Short-term goals can usually be accomplished in a year or less; long-term goals are achieved by meeting a series of short-term goals.
- Goals must be specific and realistic.
- Measure your progress along the way.

Resumes:

- A resume is a professional summary of your education and work experience.

- A resume should include your contact information, employment objective, educational experience, work experience, special training, certifications, leadership/extracurricular activities, and honors.
- A resume should not include age, race, gender, political affiliation, or any other personal information not relevant to your job qualifications.

Dressing for success:

- You only have one chance to make a first impression.
- Professional dress includes well-fitting, clean, neat, and conservative clothes appropriate for the job to be done.

Etiquette:

- In an introduction, a man is always introduced to a woman; e.g., “Mr. Smith, I’d like to introduce you to Mrs. Jones” or “Mrs. Jones, Mr. Smith.”
- Handshakes should be firm and friendly, not limp or crushing.
- A man should rise from his seat when meeting other men or women, or when a woman enters the room and approaches the man’s seat.

Resources

SkillsUSA Leadership Handbook

National website (www.skillsusa.org)

State website (www.wvskillsusa.org)

Champions magazine

Robert’s Rules of Order (parliamentary procedure)