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| **AlaskaSkillsUSA State Student Secretary** |
| This job description is intended as a general overview of the expectations of this position; other duties as assigned by the Director or executive board may be required |

**General Requirements:**

* Maintain National Membership status
* Remain in good standing in local chapter
* Maintain enrollment in High School associated with local chapter
* Attend all trainings, functions, and activities as assigned
* Maintain open communication with the State Director and fellow officers
* Demonstrate respect for the privacy of fellow board members personal information
* Maintain appropriate use of all social media accounts
* Represent SkillsUSA in a continuous, respectful manner
* Immediately forfeit my Alaska SkillsUSA office if I am involved in any activity that is detrimental to SkillsUSA, my school, or my reputation including being arrested, charged with a felony, bullying, etc.

**Expected Attributes:**

* Demonstrate leadership
* Maintain a vital interest in Alaska SkillsUSA and its purposes and constantly strives to acquire a better understanding of it
* Demonstrate the ability to judge impartially the interest and abilities of others and to determine where they can make the best contribution to the program
* Demonstrate ability to work with people and in turn get people to work with him/her for the good of the organization
* Demonstrate ability to delegate authority through the appointment of committees and chairpersons.

without relinquishing the authority of the position

**Basic Duties:**

* Assumes the duties of the president in the absence of the president and vice-president
* Maintains complete and accurate account of proceedings of the executive council’s business meetings, the meetings of officers , and general business meetings
* Serve as chairperson of the membership committee
  + Verifies National Eligibility of State Competition winners
* Reports on the minutes of meetings and call President's attention to any unfinished business
* Counts the vote on either side, when a vote is by raising hands or standing
* Maintains correspondence directed to the group; answer all correspondence promptly and file all correspondence for future reference
* Collects and records reports of all committees and all written solutions.
* Provides encouragement and motivation to fellow officers and members
* Remains fair and impartial during organizational decision-making process