

Advisors Guide for the Statewide Leadership Conference

Purpose

The purpose of the Leadership Conference is to train local SkillsUSA officers in methods of organizing and managing a chapter, primarily through the use of committees. (For the purposes of this conference, we will be using the 7 goals for a program of work with the Chapter Quality Standards.) The conference uses a student-based activity format. In other words, the students run the conference within a structured format. This format follows the tenants of occupational education, whereby participants learn by doing. It is the students who elect their chapter officer team, organize their committees, and develop and present their programs of work.

Dress

All participants, students and advisors, are expected to wear SkillsUSA Official Attire or appropriate business dress for the following sessions: 1) Opening General Session, 2) Contest participation, 3) Recognition Breakfast on Saturday. Those students making the team presentations for Opening and Closing Ceremonies, Chapter Business Procedure, SkillsUSA Quiz Bowl, Poster, Public Speaking and Extemporaneous Speaking presentations will wear SkillsUSA Official Attire. During the meals and scheduled Chapter Activities, participants may wear appropriate casual attire. Participants will wear conference nametags at **all** conference functions. **Nametags must be clearly visible at all times. The appropriate place is just below the shoulder level, not on or below the waist.**

Conference Registration

Each chapter must be pre-registered. One Advisor from each school may pick up name badges and conference programs at the registration table in the Registration foyer of the Truman Hotel in Jefferson City Missouri, between 10:00 a.m. and noon. Please turn in the Assurance form at this time. The doors to the general session will open at 12:45 p.m.

Arrival Time

All advisors should plan an arrival time early enough to check into the hotel and eat lunch *prior* to the start of the Conference. There are many restaurants and fast food choices along Highway 54 and on Missouri Blvd.

Every color chapter will have a lead advisor, which will work with the other advisors on planning the outcome of the chapter. Each advisor should have special duties and help the other advisors see that the chapter is running smooth.

The definition of an advisor is “one who gives advice or information”. The key to leading a successful group is to keep all the members involved and working together as a team. Our SkillsUSA members are a very creative and talented group of young people, but they still need guidance. Every member should be kept busy and it is the responsibility of the advisor to delegate jobs and assign roles.