



# NATIONAL LEADERSHIP & SKILLS CONFERENCE

ATLANTA | JUNE 2023



## Overview of State Director Responsibilities

It is the responsibility of the state SkillsUSA director to ensure that all state registered conference attendees (competitors, advisors, voting delegates, state officers and other participants) are made aware of the SkillsUSA Code of Conduct, hotel courtesies, official SkillsUSA attire and conference program. It is also the responsibility of the state SkillsUSA director to ensure that all state registered conference attendees follow the rules established, attend all meetings and conduct themselves in a professional manner indicative of SkillsUSA standards.

The state SkillsUSA director should establish a plan for ensuring the proper conduct of their state's registered conference attendees. They must assign advisors or responsible adult chaperones to monitor the participation of registered conference attendees during the conference, attendance at meetings and general conduct. This should include an orientation meeting and regular meetings with the state's attendees during the conference, room checks, assigning adults as hotel monitors, establishing emergency procedures and having a reporting system to the state SkillsUSA director and the disciplinary action to be taken in case of misconduct.

SkillsUSA and its state associations have an excellent record of good conduct at our national conferences. This is primarily due to strict enforcement of the Code of Conduct and each state SkillsUSA director taking responsibility to properly orient their state's registered conference attendees or to assist other states as needed. Our good record must be maintained, and each state SkillsUSA director's role in monitoring the conduct of registered conference attendees is important. If your state needs assistance in this area, the national staff can provide support and best practices to help you establish a comprehensive NLSC plan.

If a member of your state delegation violates the Code of Conduct, the following procedures should be followed:

1. The violation should be reported to a member of the national staff.
2. Conference attendees violating the Code of Conduct will be referred to their state SkillsUSA director for appropriate action.
3. In the event the state SkillsUSA director requires assistance, a committee composed of national staff and the board of directors will recommend action.
4. A report of the situation and the action taken will be forwarded to the local school following the conference.

State associations are directly responsible for the conduct of their registered conference attendees. The term "registered conference attendees" means *any* SkillsUSA member, including all adults.