



## SCOPE OF WORK FOR THE NEVADA ASSOCIATION OF SKILLSUSA STATE OFFICER COORDINATOR

The Nevada Association of SkillsUSA will employ a contractor to serve as the state officer coordinator. The contractor will be responsible for preparing, coaching and supervising the state officers to make formal presentations at numerous functions, especially at the State Leadership Conference in November 2015, the State Conference, SkillsUSA Championships in April 2016, and NLSC in June 2016. The contractor will also supervise the state officers who represent the Association at all required meetings and training sessions. Much of this preparation involves attendance at pre-conference planning sessions, usually held on weekends and after-school hours.

Compensation in the amount of \$1,500 will be provided to the contractor upon completion of the following services:

1. Support the coordination of training activities for the state officers to prepare the students to fulfill their leadership roles as state officers. The preparation and training include orientation to the state and national organizations, training for public speaking roles, peer leadership, and conference management.

Specific responsibilities include but are not limited to: (1) facilitate a positive, working team spirit among the officers; (2) facilitate the development of high quality presentation outlines and speeches; (3) ensure that each officer, as a leader of the organization, model the standards of conduct a SkillsUSA participant should possess.

2. Prepare and provide direct supervision of the state officers at all required training sessions and meetings.
3. Oversee the preparation of the state officers for the Fall Leadership Conference in November and the Nevada SkillsUSA Championships in April.
4. Provide overall coordination and supervision of the state conference delegate sessions and officer elections.
5. In coordination with the state director supervise/chaperone the state officers' at all state national conferences, as well as, state and national training programs.
6. In coordination with the state director coordinate and supervise additional state-officer sessions.
7. Communicate with parents regarding all travel and meetings.
8. Provide written follow-up and debriefing information to assist with Leadership, State and National conferences the following year.

We, the undersigned, agree to the terms outlined in this scope of work.

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Contractor

Date

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SkillsUSA State Director

Date