



**SCOPE OF WORK FOR THE
NEVADA ASSOCIATION OF SKILLSUSA
STATE OFFICER TRAINER**

The Nevada Association of SkillsUSA will employ a contractor to train and prepare State Officers to perform their duties for the State Leadership Conference in November and SkillsUSA Championships in April and National Competition in June. The terms of this contract will cover the time period of September 1, 2015 – May 1, 2016. Compensation in the amount of \$1,500 will be provided to the contractor upon completion of the following services:

1. Serve as a member of the conference coordinating committee and attend all coordinating committee and contest organizational meetings.
2. Provide coordination and oversight of the fall Leadership Conference. Responsibilities include working with the state director to develop the conference program, organize meeting rooms and other facility needs, and other overall logistics.
3. With the state director, develop/refine all leadership conference handouts for all student-based activities.
4. With the state director, oversee all conference general sessions, to include room set-up, audio-visual equipment and decorations. Oversee the choreography for all conference general sessions.
5. Participate on the overall contest scoring team to calculate and verify scores.
6. Assist with the preparation/training of the state officer team for all conference presentations and responsibilities.
7. Assist with the management and oversight of the state officer delegate sessions.
8. Assist with the preparation and supervision the student courtesy corps.
9. Assist with other aspects of pre- and on-site conference management, as needed.
10. Provide follow-up and debriefing information to formulate plans future state conferences.

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

Contractor

Date

State SkillsUSA Director

Date