



SCOPE OF WORK FOR THE NEVADA ASSOCIATION OF SKILLSUSA STATE DIRECTOR

The Nevada Association of SkillsUSA will employ a qualified individual to serve as the state association director for the 2015-16 program year. The state director will provide oversight for the SkillsUSA program, which will include but not limited to communications, membership development, technical assistance to advisors, overall conference management, and coordination of the Board of Directors meetings. The terms of this contract will cover the time period of July 1, 2015 to June 30, 2016. Compensation in the amount of **\$23,000** will be provided according to the payment schedule in the contract.

Board of Directors

1. The director will report to the Board of Directors and must follow the constitution and by-laws of SkillsUSA-Nevada.
2. Coordinate three scheduled meetings of SkillsUSA Board of Directors. Duties include setting the meeting agendas with the board president; oversight of the development and distribution of the reader file; securing of meeting location; oversight of travel arrangements. The meetings are scheduled on the Association's Calendar of Events.
3. Maintain, update, and enforce the Policy Manual as needed.
4. Produce and maintain all scopes of work for all SkillsUSA-Nevada Coordinators.
5. Coordinate Board of Director elections for position vacancies, as needed.

State Officer Team

6. Oversee and support the state officer team and the state officer coordinators. Attend the officer meetings as needed. Oversee travel arrangements and ensure the officer team is well prepared and properly supported to fulfill their responsibilities.

Event Registration

7. Oversee the registration for all SkillsUSA-Nevada events to include, but not limited to: Fall State Leadership Conference; Regional Contests; State Conference; and the NLSC. The registration manager will be responsible for maintaining the registration databases, medical release forms, development of name badges and printing of certificates. The state director is responsible for preparation and distribution of all registration materials, and oversight and constant communication with the registration manager. The registration for the NLSC may be the responsibility of the state director or possibly contracted with Travel Wise, the travel agency SkillsUSA Nevada uses for the national conference.

General Communications

8. Establish and maintain communication with Lead Advisors on an ongoing basis via e-mail.
9. Oversee recruitment and communicate with contest chairs; provide and maintain all documentation required for SkillsUSA events.
10. Oversee recruitment and communicate with regional contest chairs; provide and maintain all documentation required for SkillsUSA events.
11. Communicate with National SkillsUSA as needed to submit requested information, etc.
12. Oversee the maintenance of the Association's website by communicating with assigned webmaster.

Membership Recruitment

13. Distribute membership packets to new and re-affiliating chapters.
14. Oversee the online membership system.
15. Provide general technical assistance to new advisors as needed.

SkillsUSA Finances

16. Oversee the payment of all bills and collection of registration fees, etc. A "check-request" system has been developed for the state director to request checks for payments due.

Fall Leadership Conference Oversight

17. Oversee all operations for the fall SkillsUSA-Nevada Leadership Conference. Oversight includes facilities management and supervision of the registration manager, leadership conference manager, and state officer coordinator.

Regional Contest Oversight

- 18. Serve as a liaison and the SkillsUSA representative for all regional contests. Communicate with the regional contest coordinators to complete the contest descriptions in each registration packet. Attend at least one regional contest.
- 19. Disseminate contest results to lead advisors as results are made available.

State Conference Oversight

- 20. Oversee all operations for the SkillsUSA-Nevada Championships.
- 21. Oversee the recruitment and training for contest chairs for all state contests.
- 22. Revise and oversee the printing of the State Contest Guidebook for each contest.
- 23. In coordination with other conference coordinators, provided training to contest chairs, once in January once in February/March.
- 24. Serve as the point of contact for contest chairs and oversee the maintenance of the database.
- 25. Oversee the conference facilities, including the facility requirements for leadership contests and skill contests. Serve as the point of contact for off-site contests. Produce and maintain all facility contracts, as needed.
- 26. Oversee the contest scoring procedures.
- 27. Oversee the general sessions, which will be managed by an assigned conference coordinator(s).
- 28. Oversee the delegate sessions, which will be managed by an assigned conference coordinator(s).
- 29. Oversee the conference social, which will be managed by an assigned conference coordinator(s).
- 30. Prepare contest results, to be disseminated within twenty days after the state conference.

National Conference Oversight

- 31. Serve as the supervisor for the Nevada Delegation at the National Leadership & Skills Conference. Responsibilities include oversight of travel agent agreements, hotel room block, and conference registration. Responsibilities also include organization and dissemination of NLSC registration packets and NLSC results.

Payment Schedule

32. Payments due as follows:

\$4,600.00 to be paid each of these dates 11/1/15, 1/1/16, 02/28/16, 03/30/16, 06/30/16

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

Contractor

Date

SkillsUSA Board President

Date