



**NEVADA ASSOCIATION OF SKILLSUSA
BOARD POLICY**

SECTION	GOVERNANCE					POLICY NUMBER
SUBJECT	EMPLOYMENT					122
TITLE	STATE DIRECTOR ROLE & RESPONSIBILITIES					
EFFECTIVE	01/2016	REVIEWED	00/00/0000	REVISED	00/00/0000	

The State Director is hired by the Board to carry out the responsibilities of managing the organization. The role of the State Director includes –

- Mission/Vision:
- Programs: plan and direct all programs, supervise day-to-day operations
- Personnel: recruit, hire, pay, evaluate, supervise, and support all staff personnel
- Finances: assume responsibility for the financial records, receivables, payroll, bills and budget preparation/management
- Marketing: promote the organization and its programs
- Fundraising and Sponsorship: to seek supporting contributed income in partnership with the board
- Public Relations: build up the image of the organization and its programs within the community and stimulate cooperation with other organizations
- Procurement: negotiate all contracts, lease or purchase, maintain property and obtain all supplies
- Policy: implement policies, as approved by the Board

In addition to the supervisory responsibilities described above, the State Director has hiring/firing authority of paid staff, dismissal of volunteers as deemed appropriate, and overall legal authority of the organization.