Nevada Association of SkillsUSA

State Director Contract

Parties

This Contract ("Agreement") is entered into by and between:

The Nevada Association of SkillsUSA (hereinafter "Association") AND

Sindie Read (hereinafter "Contractor") (collectively the “Parties”)

Scope of Work and Position

The Association will employ a qualified individual to serve as the **State Director and Corporate Treasurer** for the Association. The State Director will provide oversight for the SkillsUSA program.

Term of Agreement

The terms of this contract will cover the time period of **July 1, 2025, to June 30, 2027**.

Compensation

- Annual Compensation: $60,000
- For the 2025-2026 contract term, compensation will be reduced by $20,000 as covered by previous extension of contract.
- Payment Schedule: First day in September, November, January, March, May, and June
- Travel & Expense Reimbursement: All pre-approved business expenses will be reimbursed with proper documentation.

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Time Commitment

The State Director position is full-time, with flexible hours that may include evenings and weekends during peak event periods.

Independent Contractor Status, Benefits, and Taxes

The Parties agree and acknowledge that Contractor is an independent contractor and is not, for any purpose, an employee of the Association. Nothing contained in this Agreement shall be deemed or construed by the Parties to create the relationship of a partnership, a joint venture, or any other fiduciary relationship. Contractor is not eligible for, and hereby waives any and all rights to receive, any Association benefits, plans, or programs provided to employees, including but not limited to, health insurance, paid time off, vacation, sick leave, retirement benefits, or any other fringe benefits. Furthermore, the Association shall not be obligated to pay worker's compensation insurance, unemployment compensation, social security tax, withholding tax, or other taxes or withholdings for or on behalf of the Contractor in connection with the performance of the Services under this Agreement.

Personal Insurance

For the term of this Agreement, Contractor shall obtain and maintain a policy of insurance, with appropriate and adequate coverage and limits, to cover any claims for bodily injury, property damage or other losses which might arise out of any negligent act or omission committed by Contractor or Contractor's employees or agents, if any, in connection with the performance of the Services under this Agreement.

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Responsibilities of the Contractor

The Contractor shall perform the following duties, which constitute the full scope of work:

Board of Directors

- Report to the Board of Directors and follow the constitution and bylaws of the Association.
- Coordinate scheduled meetings of the Association Board of Directors, which includes setting the meeting agendas with the Board President, oversight of the development and distribution of the agenda, securing the meeting location, and oversight of travel arrangements.
- Maintain, update, and enforce the Policy Manual as needed.
- Produce and maintain all scopes of work for all Association Coordinators.
- Coordinate Board of Director elections for position vacancies, as needed.

Program Management and Oversight

- Coordinate and oversee all Association activities, including local, regional, and state-level events.
- Develop and manage the annual plan of work aligned with SkillsUSA national standards.
- Ensure compliance with SkillsUSA national policies, procedures, and branding guidelines.

General Communications

- Serve as the spokesperson for SkillsUSA Nevada.
- Promote the mission of SkillsUSA to educational institutions, legislators, and the public.
- Maintain a strong online presence through monthly newsletters, and weekly social media updates.
- Maintain monthly updates on the state association website including but not limited to:
    - Timely content and announcements
    - Mirror website content with digital communications
    - Student spotlights
    - Chapter spotlights
    - Co-Curricular SkillsUSA-related lessons
    - National events, announcements and updates tailored to Nevada

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Industry and Community Engagement

- Foster relationships with business and industry leaders to support Association programs through sponsorships, donations, and technical expertise.
- Ensure contests reflect current industry standards and use up-to-date equipment and procedures.
- Facilitate involvement of industry professionals as judges, mentors, or sponsors.

Fiscal and Grant Management

- Develop and manage the Association budget, including securing and reporting on grants or state funding.
- Ensure transparent and accurate financial practices in alignment with state and federal guidelines.
- Provide Board of Directors with Budget and Actual income and outflow.

Student Development and Leadership

- Promote leadership opportunities for students including the state officer team.
- Supervise and mentor the Nevada State Officer Team, guiding them through training, responsibilities, and event participation.
- Encourage participation in SkillsUSA's national leadership programs and recognition activities.
- Oversee travel arrangements and ensure the officer team is well prepared and properly supported to fulfill their responsibilities.

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Membership Recruitment

- Distribute membership packets to new and re-affiliating chapters.
- Oversee the online membership system.
- Provide general technical assistance to new advisors as needed.
- Support and train Association advisors and chapter leaders across the state.
- Promote the creation and sustainability of local Association chapters in high schools and colleges.
- Coordinate chapter registration, contest sign-ups, and leadership development activities.
- Conduct fall membership drive with school chapters
- Communicate with inactive schools to encourage participation
- Conduct school visits to provide support

Event and Conference Oversight

- Lead the planning and execution of state-level competitions, leadership training, conferences, award ceremonies, and other events.
- Coordinate logistics for student participation in SkillsUSA Nationals, including travel, registration, and accommodations unless otherwise directed by the Board
    - **Fall Leadership Conference:** Oversee all operations, including facilities management and supervision of the registration manager, leadership conference manager, and state officer coordinator.
    - **Regional Contests:** Serve as a liaison and Association representative to competitors and judges, communicate with coordinators for contest descriptions, and attend at least one regional contest. Disseminate contest results to lead advisors.
    - **State Leadership and Skills Conference (SkillsUSA Nevada Championships):** Oversee all operations. Responsibilities include recruitment and training of contest chairs, serving as the point of contact for contest chairs, overseeing conference facilities, contest scoring, general sessions, delegate sessions, and the conference social. Prepare contest results for dissemination within twenty days, in cooperation with the contest scoring team.
    - **National Conference (NLSC):** Serve as the supervisor for the Nevada Delegation. Responsibilities include oversight of travel agent agreements, hotel room block, conference registration, and organization and dissemination of registration packets and results.

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Strategic Planning

- Provide vision and leadership for Association's growth and direction.
- Develop strategic partnerships with schools, industry partners, and workforce development agencies.
- Work closely with SkillsUSA (National) and other state directors to align plans with national initiatives.

Term End and Non-Automatic Renewal

The Agreement shall remain in effect for the Initial Term. Following the Initial Term, the Agreement may be extended for successive renewal terms of two (2) years each ("Renewal Term"), but only upon the express written approval and execution of a Renewal Addendum by both Parties.

Notice of Non-Renewal or Non-Extension

No Automatic Renewal: This Agreement does not automatically renew.

Party Intent: If either Party determines it will not pursue or agree to an extension of this Agreement for a subsequent Renewal Term, that Party must provide written notice ("Notice of Non-Renewal") to the other Party and Parties will continue current contract for Sixty (60) days after the expiration of the Initial Term or the then-current Renewal Term, with a $10,000 remaining payment through the end of the termination period.

Effect of Non-Renewal/Failure to Renew

If a timely Notice of Non-Renewal is provided, or if the Parties fail to mutually agree upon and execute a Renewal Addendum prior to the expiration of Sixty (60) days after the expiration of the Initial Term or the then-current Renewal Term:

- This Agreement shall expire, and all obligations will terminate, on the last day of the Initial Term, the then-current Renewal Term or the Termination Term, as applicable.

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The expiration shall be deemed a non-renewal/non-extension and not a termination for cause, and neither Party shall be liable to the other for any damages, expenses, or loss of profits relating to the non-renewal.

The Contractor shall cooperate fully with the Association in the orderly transition of the services, including transferring all project files and intellectual property, and providing a final report on all outstanding work to the Association or its designated successor, up to the expiration date.

Notice Compliance and Extension Requirement

To be effective, any Notice of Non-Renewal must comply with the notice provisions set forth in the Notice section, including the method of delivery (certified mail or other signature-required delivery). Failure to provide a Notice of Non-Renewal will not result in an automatic extension. The Agreement will expire unless both Parties affirmatively execute a written Renewal Addendum for the subsequent Renewal Term prior to the expiration of the current term.

Termination of Agreement

This agreement may be terminated:

- By mutual written consent of both parties.
- By the Board for cause, including nonperformance or misconduct, with written notice.
- By either party with at least 30 days' written notice.
- If Contractor terminates this Agreement when an investigation relating to their status is pending, the Contractor shall not be entitled to any further compensation.
- The Association may terminate this Agreement for cause if Contractor engages in any of the following acts:
    - Gross misconduct;
    - Physical or mental incapacity or ongoing evident unfitness for service;
    - Commission of an act that, if charged, would constitute a felony;
    - Dishonesty;
    - Fraud;
    - Theft;
    - Intentionally and knowingly violating any provision of Nevada's bullying or mandatory reporting laws.

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Governing Law

This agreement is governed by and interpreted in accordance with the laws of the State of Nevada.

Agreement

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

_____	_____
Contractor Signature	Date
_____	_____
Board President Signature	Date

_____	_____
PRESIDENT	CONTRACTOR
_____	_____
DATE	DATE