



SCOPE OF WORK FOR THE IOWA ASSOCIATION OF SKILLSUSA STATE DIRECTOR

The Iowa Association of SkillsUSA (SkillsUSA-Iowa) will contract with a qualified individual to serve as the SkillsUSA-Iowa Association State Director (State Director) for the 2017-18 program year. The option to annually renew this contract will be based on satisfactory job performance described as follows:

General Responsibilities

- Board Accountability
- Office management
- Financial management
- Membership development
- Industry partnerships
- Public relations
- State program of work

Board Accountability

1. Report to the Board of Directors and must follow the by-laws of SkillsUSA-Iowa.
2. Coordinate bi-monthly (or as requested by the board) scheduled meetings of SkillsUSA-Iowa Board of Directors.
3. Set meeting agendas with the board president; provides oversight of the development and distribution of the board meeting packet, distributed prior to the meeting; secures meeting location; and handles other logistics necessary for the meetings.
4. Maintain, update, and provides guidance for enforcement of the State Association Policy Manual, as needed.
5. Plan, coordinate, and conduct annual Board of Directors strategic planning.
6. Work with the Board of Directors to develop the SkillsUSA-Iowa state budget.
7. Provides timely financial reports to the Board of Directors, as required by Iowa Department of Education State Career & Technical Student Organization (CTSO) Oversight Financial Guidelines (revised July 7, 2017) and any other financial-related requirements ordered by the Board.
8. Submit operations and activity reports to the Iowa Skills USA Board of Directors at each meeting.
9. Coordinate Board of Director elections for position vacancies, as needed.
10. Attend board-approved professional development, which may include Washington Leadership Training Institute (WLTi) and State Directors Training.

Office Management

1. Manage the state association of SkillsUSA-Iowa; understand and interpret SkillsUSA-Iowa purposes and goals.
2. Perform routine tasks utilizing google drive and/or Microsoft office products.
3. Manage the state office.
4. Utilize finances to fund the planned program of state activities.
5. Be the liaison between the local chapters and the national organization.
6. Coordinate efforts to produce and maintain operations manual for SkillsUSA-Iowa Advisors.

Financial management

1. Develop and manage state budget.
2. Manage financial operations to be in compliance with Iowa Department of Education State Career & Technical Student Organization Oversight Financial Guidelines (revised July 7, 2017).
3. Request for payment of invoices will be submitted to the DMACC Business office, and must contain the following: Each DMACC Request for Payment form must identify the entity or person making the request, the date of the request, the amount of the request, the purpose of the expenditure(s), include an

itemized list of the requested reimbursements, have attached original receipts that identify amount requested, be signed by the requestor, and signed by the SkillsUSA-Iowa Board President.

4. Provide a monthly income and disbursement statement to the Board of Directors.
5. Submit operations and financial reports to the Iowa Department of Education, as stipulated in SkillsUSA-Iowa's approved CTSO Perkins Grant.
6. Keep up-to-date financial records for activities that require invoicing and payments, and provide no less than quarterly reports to the Board of Directors.

Membership Development

1. Conduct and coordinate school contacts and visits designed to promote and grow SkillsUSA-Iowa chapters throughout the state.
2. Distribute membership packets to new and re-affiliating chapters.
3. Oversee the online membership system. Supervise the membership enrollment with national SkillsUSA.
4. Provide general technical assistance to new advisors, school districts, and students, as needed.
5. Encourage teachers to attend Engage (teacher-training) at SkillsUSA NLSC.
6. Encourage Chapter Advisors to attend the Chapter Management Institute at SkillsUSA National Skills and Leadership Conference (NLSC).
7. Work to encourage schools to adopt the Professional Development Program -PDP (Secondary work-ready curriculum), and the SkillsUSA Career Essentials: Assessments (technical and employability skill certifications).
8. Coordinate the election of the state officers and work with the state officer advisor in supervising the training and activities of the state officer team.
9. Plan, coordinate, attend officer training meetings, and supervise the development and training of the state officer team, which includes state officers' participation in the 2 ½ day Leverage officer training at SkillsUSA NLSC. Oversee travel arrangements and ensure the officer team is well prepared and properly supported to fulfill their responsibilities.
10. Plan and publish a yearly officer training meeting schedule, for adequate, timely and efficient planning and support of the SkillsUSA program for the year.

Industry partnerships

1. Gain the involvement of key persons from industry (potential employers) labor, and government in SkillsUSA activities at all levels.
2. Grow the Industry Exhibition (TECHSPO) at the SkillsUSA-Iowa State Contest.
3. Recruit new industry partners by organizing Goodwill Tours, where state officers visit businesses/industries for a 30-45 minute presentation on SkillsUSA.
4. Work with the Board to solicit industry partners for grants or other sources of revenue and support.

Public relations

1. Communicate with stakeholders in an effective and timely manner
2. Establish and maintain communication with Advisors on an ongoing basis via e-mail.
3. Oversee recruitment and communicate with contest chairs; provide and maintain all documentation required for SkillsUSA events.
4. Promote SkillsUSA with the advisors, students, schools, and the public.
5. Communicate with National SkillsUSA as needed to submit requested information, etc.
6. Oversee the maintenance of the SkillsUSA-Iowa website by communicating with assigned webmaster. Ensure that meetings and activities are listed on the Calendar of Events, on the SkillsUSA-Iowa Webpage.

State program of work

1. Work with the Board of Directors to develop a program of work that includes goals and objectives for Professional Development, Public Relations, Legislative Conference, Fall Leadership Conference, State Contest, and National Skills and Leadership Conference.
2. Set-up and coordinate the Fall Leadership Conference.
3. Plan and coordinate operations for the Fall SkillsUSA-Iowa Leadership Conference. Oversight includes facilities selection and supervision of the registration, and state officer training.

4. Plan and coordinate operations for the SkillsUSA-Iowa Legislative Day activities that support the goals and objectives approved by the Board.
 5. Work with Chapter Advisors in their efforts to develop local chapter program of work.
 6. Provide SkillsUSA-Iowa State Conference coordination and oversight. Work to develop and maintain a system of industry sponsors to serve as technical committees for all contests. Provide coordination to assist industry sponsors to develop, revise and prepare technically correct and updated contests along with material lists and supplies as needed for proper implementation of contests on regional and state levels. Identify chairpersons to preside and conduct the annual state contests in their respective areas of assignments and support the regional contests effort. Revise and oversee the printing of the State Contest Guidebook for each contest. Serve as the point of contact for contest chairs and oversee the maintenance of the database. Assist the host site with coordination of 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. Oversee the contest scoring procedures. Prepare contest results, to be disseminated following the state conference.
 7. Coordinate and supervise the Opening Ceremonies and the Awards Assembly at the state contests.
 8. Serve as the supervisor for the SkillsUSA-Iowa Delegation at the National Leadership & Skills Conference. Responsibilities include management of registration, oversight of state officers, management of hotel room block, and organization and dissemination of NLSC registration packets and NLSC results.
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SkillsUSA-Iowa State Association Director: 2017-2018 - Contract

Name: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Email: _____

For the completion of the above activities, _____ will be paid \$13,000.00 for the 2017-2018 School Year. (contract amount to be set by board)

State Association Director

Date

SkillsUSA-Iowa Board of Directors, President

Date

SkillsUSA-Iowa Corporate Member

Date