

## Wyoming Association of SkillsUSA State Director Position – Exhibit A to Executive Director Employment Agreement

### The State Director will:

**Wyoming SkillsUSA Board of Directors:** Schedule meetings, prepare agendas and letters, capture minutes, and maintain the official records of the organization. Assist with the management of the state organization's financial records and help prepare them for monthly review and/or audit. Prepare and present both written and verbal status, activity, and business reports to the Board of Directors at all quarterly meetings and outside of the quarterly meeting when required. Maintain communication with the Board on all pertinent matters regarding the operation of the Wyoming Association of SkillsUSA. Keep vigil on the operation of the Board according to the Mission and Vision Statement, Strategic Plan, and Bylaws. Work with Board Officers on Board membership, committees, and overall operation of the state association.

**Membership:** Actively recruit new members, support, coordinate and facilitate establishment of new chapters throughout the state. Manage all correspondence and maintain membership information from National **SkillsUSA**. Provide updated membership information to the WY SkillsUSA board members. Provide timely response to inquiries regarding membership.

**State Officer Team:** Oversee with planning and coordinating all aspects of State officer team training sessions (location procurement, logistics, agenda, curriculum, presenters, and related correspondence and financials). Provide leadership, oversight, and advisement of teams and their advisors. Attend and participate in all officer meetings and assist with their committees and events as needed.

**Fall Leadership Conference:** Responsible for planning and executing Fall Leadership Conference, working with state officer team, Board of Directors, and local industry support on the agenda and overall conference plan. Oversee and execute registration and manage correspondence with chapter advisors and membership. Plan entire conference including: budget; soliciting industry sponsors; obtaining grant funding; determine workshop topics; utilize **SkillsUSA** resources and curriculum; coordinate industry representatives to work with state officers in workshop teaching and delivery; work with conference venue to secure room locations, food, beverages, technical support, and other items as needed; research conference keynote speakers for appropriate message and cost that fits conference budget; arrange media coverage; advertise on all Wyoming SkillsUSA social media sites; maintain membership communication; secure supplies and equipment; prepare event program; order and deliver **SkillsUSA** promotional and leadership resources for chapter advisors; and handle all other aspects of the conference that may arise.

**State Leadership & Skills Conference:** Responsible for planning and executing the State Leadership and Skills Conference (SLSC), working with state officers and the local coordinating committee at the host site on the agenda, the building and implementation of the conference yapp app, and overall conference plan. Oversee and execute registration and contest result processes (including hired, contracted, or volunteer personnel); manage correspondence; operate within the established budget; coordinate hospitality requirements; prepare and distribute promotional material and event program to all participants; arrange speakers and workshop presenters; assist state officer team in planning special student activities, coordinating Opening and Closing Ceremonies, and arranging all Delegate sessions. Regarding the student leadership contests, coordinate, and secure all specific supplies and equipment for each contest, recruit and train contest chairs and judges, providing them with objective scoring mechanisms and a list of contestants. Seek grants and industry sponsorship to pay for or donate contest materials and event food and entertainment activities. Obtain and manage inventory of contest prizes, education scholarships, and industry gifts, and sponsorships. Train and work with national **SkillsUSA** office on utilizing national content management system (CMS) software program for registration, contest sign-up, testing, and scoring resources for contests. Facilitate and organize all conference special recognitions and award for students, advisors, administrators, and industry. Work with local media for advertising and news coverage. Maintain open communication with all of state membership of any conference changes, updates, and news.

**National Conference:** Manage registration and lodging arrangements for Wyoming Delegation to attend the **SkillsUSA** National Leadership and Skills Conference (NLSC). Prepare and provide a conference informational packet for participants including agenda and materials for delegation prior to arrival at conference. Assist State officer team with any National conference activities they will attend. Plan and implement orientation meeting and awards activity for delegation during the conference. Attend and participate in all State Directors and Corporation Meetings before, during, and after the National conference. Work with industry that offers any sponsorship of SLSC winners to attend the National conference.

**Other Meetings:** Attend and participate in coordinating meetings of Career & Technical Student Organizations. Attend and participate in Wyoming Association of Career and Technical Education (WACTE), and Superintendent of Public Instruction (SOPI) meetings or conferences. Attend other organization meetings as needed throughout the year. These may include attending and planning **SkillsUSA** representation at legislative sessions and related Wyoming Department of Education (WDE) functions.

**Financial Management:** In alignment with professional accounting practices, work with the Treasurer to prepare and present annual state budget for the Board of Director's approval. The Annual Budget will include reporting of incomes and expenses in a column adjacent to the Budgeted Year. Execute the approved budget and work with Treasurer to maintain accurate detailed expense reports. Detailed expense reports must include dates, check numbers, receiving parties, receipt and deposit of all income, all expenditures, including loan payments, and payment of regular bills of the organization. Work and communicate with Treasurer for monthly travel expenses, keeping accurate records of all mileage/food/lodging receipts. Maintain all office management of supplies and materials, alerting Treasurer of all operating expenses and purchases as well as incoming funds from grants or industry partnerships.

**Industry Partnerships:** Keep networking and communications open and ongoing for the purpose of helping to narrow the skills gap. Present opportunities for funding, donations, sponsorships, scholarships, hiring of student membership, and connection to Wyoming SkillsUSA state advisors, their classrooms, advisory committees and/or curriculum development. Report outreach efforts to the Board of Directors.

**Public Outreach, Website, Social Media and Wednesday Update Management:** Manage and maintain Wyoming SkillsUSA website and social media sites (Instagram, Facebook). Work with industry sponsors and partners to ensure proper recognition, including the usage of appropriate hashtags and logos. Responsible for obtaining and distributing the national **SkillsUSA** Wednesday Update information to membership.

**In accordance with the 2- year Contract between the Wyoming Department of Education (WDoE) and the Wyoming Association of SkillsUSA Board of Directors:**

- A. Offer programs that are integral to business and industry and co-curricular with CTE programs of study in Wyoming.
- B. Serve CTE students and teachers in one or more of the CTE programs of study.
- C. Enhance learning through contextual instruction, applied learning, real world applications, and competencies resulting in leadership and personal development of Wyoming students.
- D. Create opportunities for middle school, junior high, and high school students to develop skills related to successful and meaningful careers.
- E. Create opportunities for leadership and personal growth through activities for middle school, junior high, and high school students on local, state and/or national levels.
- F. Create opportunities for students to participate in competitive events to demonstrate their knowledge and skills at district, state, and/or national conferences.
- G. Create opportunities to network with career professionals which may lead to work based learning opportunities such as job shadows, internships, and apprenticeships.
- H. Guide students in recognizing the value of pursuing industry recognized credentials, certifications, and college degrees available in their preferred pathway.
- I. Provide an annual professional development workshop(s) for local chapter advisors.
- J. Follow the organization's state and national constitution, by-laws, mission, core values and policies.
- K. Work with the Wyoming Department of Education to recruit and retain student members, Chapters, and local chapter advisors.