

**Association of Vermont SkillsUSA  
Program of Work: 2017-2018**

**I. State competitions including increasing alignments with industry standards and program competencies: (Contest Coordinator & Executive Director)**

**Goal:** To organize, implement and evaluate the annual Vermont Leadership and Skills Conference in the Spring of 2018. Change the format to accommodate guests to the Awards.

**Rationale:**

This annual *Vermont SkillsUSA Leadership Conference and Competition* showcases the developing partnerships between business, industry and technical education in Vermont. It is the largest, statewide collaboration between education and business, focused on promoting our secondary technical education system.

**Actions:**

- Assume leadership in the planning, preparation, and conducting of all State SkillsUSA conferences including the annual state leadership conference. Activities and responsibilities will include, but will not be limited to, the holding of planning meetings in which officers participate; supervising the activities of the officers as they strive to meet their conference related responsibilities; and the management of financial arrangements and record keeping.
- Assist Contest Managers in selecting appropriate industry standards and aligning both local and state level contests with these standards.
- Assist Contest Managers in implementing Industry Recognized Credentials as a possible competition outcome for all competitors regardless of placement.
- Implement the Skill Point® and Skill Connect® Certifications and Assessment system as outlined by SkillsUSA.
- Continue to develop a database of local, regional and statewide employers who are willing to volunteer time, equipment and personnel to support local and statewide contests. **This is a significant task and we will be implemented by the Contest Coordinator.**
- Increase the presence of employers at conferences and other statewide events as recruiters for potential job openings for both competitors and conference attendees.
- Increase the number of competitions that are offered.

**Assessment:**

Database of people  
Survey at state conference  
Information about where to find alignment info on website  
Listing of new competitions

**II. Increasing/sustaining memberships: (Advisors & Executive Board)**

**Goal:** To increase the VT SkillsUSA statewide membership to 1,100 members in the 2017-2018 school year.

**Rationale:**

There are more than 4,000 students accessing technical education at the secondary level in Vermont. More than 70 percent of these students are eligible for membership in their respective

local SkillsUSA clubs. The target membership of 1,100 represents just over 25% of the eligible students. It also represents a 10% increase in our statewide membership from 2016-2017. We had a slight increase in membership in 2016-2017, and were recognized for that at the NLSC

**Actions:**

- The VT SkillsUSA Executive Council will plan and carry out a minimum of two Good Will tours to regional technical centers.
- Executive council will be available to assist Sue Ladd, the State Director for CTSOs, when she visits technical centers for local officer training.
- Educate directors and other administrators as to how they might offset the cost of membership through the SkillsUSA Total Participation Program, which includes the SkillsUSA Professional Development Program (PDP) training as part of the membership packet.
- Educate and encourage the local chapter participation in the Chapter Excellence Program CEP

**Assessment:**

List the Good Will tour

List officers who helped with local officer training

Presentation on CEP

NOTE: This is extremely difficult to meet with the State Director being a part-time position. Good will tours should not interfere with a regular full-time position, so unless there's a change in how this position is retained, this goal will unlikely be feasible.

**III. Leadership Development: (Executive Board)**

**Goal:** To continue building VT SkillsUSA's identity as a comprehensive student leadership organization.

**Rationale:**

SkillsUSA has always been known for its industry driven, skill-based competitions in a wide range of career pathways. We are however, first and foremost, a student leadership organization. *Every* technical education student in Vermont should have access to leadership development opportunities regardless of their level of skill in their chosen technical area.

**Actions:**

- Plan meetings of the Vermont SkillsUSA Executive Director, Executive Board and State Officer Team.
- Assist with the planning of the State and local officers' training and activities.
- Plan and implement the 2017 SkillsUSA Fall Leadership Conference which focuses on
- developing leadership skills of local chapter members.

**Assessment:**

Minutes of meetings

**IV. Career Development: (Executive Board)**

**Goal:** Encourage implementation and use of the SkillsUSA Professional Development Program (PDP) as an integral component of co-curricular education at a minimum of 5 technical centers.

Encourage the Chapter Excellence programs and Career Readiness Curriculum through professional development.

**Rationale:**

Employers continue to tell us that the critical skills they are seeking in their new employees are not the “technical skills” associated with their respective industry, but the professional development skills (soft skills) that will enable these new employees to succeed in the workplace.

**Actions:**

- Educate center directors, local advisors and other administrators as to what is available for leadership opportunities.
- Utilize our members of our state officer team to provide local and regional training seminars for both students and advisors in the 2017-2018 school year.
- Implement a survey to gather information on how advisors are utilizing the PDP training at the local level.

**Assessment:**

Survey at state conference  
List of centers using PDP  
Attendance at the Professional Development sessions

**V. Local Advisor Skills: Executive & Assistant Director**

**Goal:** Provide local SkillsUSA chapter advisors and program instructors with the necessary training and resources to effectively manage and grow their local chapters.

**Rationale:**

The local chapter is considered the *heart* of the SkillsUSA organization. Local chapter advisors and instructors have the most direct and significant impact on the development of SkillsUSA members. Providing training and resources for these key professionals will further the purposes and goals of both the state and national level organization.

**Actions:**

- Encourage ALL local advisors and instructors to schedule the CTSO Local Officer and Advisor Training sponsored by the Director’s Association and the VT Department of Education – Division of Career and Technical Education.
- Assist local chapters in learning the new resources available for accessing SkillsUSA information, registering students for conferences, preparing for competitions, etc.

**Assessment:**

List of schools which had CTSO Local Officer Training

**VI. Communications: (Social Media Coordinator & Executive Director)**

**Goal:** To establish and maintain communications with local chapter advisors regarding state activities and coordinate membership and fiscal accounting functions of the Vermont Association of SkillsUSA

**Rationale:**

The SkillsUSA Vermont Executive Director is the acting liaison between National SkillsUSA and the local chapter advisors. She/he is responsible for all communications and pre-planning coordination needs that will assure the successful operation of the SkillsUSA Vermont association. The Social Media Coordinator will be responsible for updating all social media to keep local chapters informed of all events, dissemination of membership materials and instructions to active and potential SkillsUSA chapter advisors. Executive director will provide bi-monthly email newsletters and will respond to all inquiries and requests for SkillsUSA information. An effort will be made to have advisor information sessions through web meetings.

**Actions:**

- Provide training on the SkillsUSA CMS service provided for conference registration.
- Assisting Local Chapter advisors with public relations activities
- Assisting with the planning of the State officers' training and activities
- Working with state officers and local advisors to plan the annual SkillsUSA VT Program of Work which defines desired annual outcomes, strategies and activities to meet the outcomes and an evaluation process.
- Create a new website for better communication to our students and advisors.

**Assessment:**

Website, newsletters, and schedule of web meetings with topics.

**VII. Connections with Employers: (Contest Coordinator and Scholarship and Prize Coordinator)**

**Goal:** Develop and implement partnerships between VT SkillsUSA and Vermont employers through which all skill and leadership contests offered at the state level have business and industry support, both in-kind and financial.

**Rationale:**

Vermont employers provide the key connection between technical education and the world of work that all students will enter at some point after graduating from high school. Including employers in as many aspects of VT SkillsUSA programming as possible will accentuate the connections our students have with the Vermont workforce.

**Actions:**

- Work towards establishing the *VT SkillsUSA Foundation*, a not-for profit organization that would use donated funds to help offset the costs of providing stipends to local chapter advisors and instructors.
- Require all competition Technical Committees at the state level to have a minimum of one employer/industry representative who is active in the planning and implementation of the state contest.
- Develop a procedure through which Vermont employers can endorse the Skill Connect® Certification system so that state level competitors can earn industry recognized credentials as part of their respective competitions.
- Increase the promotion and exposure of the Employer Techspo at the VT Leadership and Skills Conference.

**Assessment:**

PR on Skill Connect Certification

List of employers/industry representatives for each state contest

NOTE: Having a Foundation is extremely difficult to meet with the State Director being a part-time position. The development needed to have a foundation, requires a person dedicated to that mission.

### **VIII. Integrating CTSO activities/events with CTE programming (Social Media Coordinator Assistant Director & Executive Director)**

**Goal:** To encourage and support the integration of CTSO activities and event to be embedded as an integral part of all technical programs through the use of the resources provided.

**Rational:**

SkillsUSA improves the quality of America's skilled workforce through a structured program of citizenship, leadership, employability, technical and professional skills training. Through the resources and training provided, advisors can provide these opportunities by integrated the materials and resources provided, and participating in all events.

**Actions:**

- Provide the infra-structure necessary to facilitate local chapter involvement in the annual Fall Leadership Conference and the Vermont Leadership and Skills Conference, .
- Provide information in bi-weekly newsletters to advisors in all schools on how they are participate.
- Provide opportunities outside of the typical events.

Assessment:

Minutes from our events

Newsletters (Friday Flash)

### **IX. Connections with national CTSO events (Executive Director)**

**Goal:** To establish closer relationship and connections between the national organization and the Local chapter.

**Rationale:**

In order to maintain a chapter "charter", each local SkillsUSA chapter must align its policies and activities with those outlined by the national headquarters. Strengthening the connection with the national organization will benefit students and advisors at both the local and state level.

**Actions:**

- Encourage all local chapters to develop a Local Constitution and By-laws that mirror both the national and state organization's constitutions.
- Provide the infra-structure necessary to facilitate local chapter involvement in the annual National Leadership and Skills Conference, held each year in Louisville, KY.
- Act as liaison between National SkillsUSA and the local chapter advisors.

**Assessment:**

Collect bylaws of any local chapters

## **X. Budget:<sup>1</sup>**

**Goal:** To develop, implement and evaluate a fiscally responsible budget that meets the needs of the state-level organization and supports the *goals, rationales and actions* of this Program of Work.

### **Rationale:**

As a grant-funded entity, it is the responsibility of VT SkillsUSA to establish and maintain a budget and make available to its members, any and all financial records.

### **Procedure:**

The Vermont SkillsUSA Executive Director will be responsible for the management and accounting of funds as follows:

- a. The Executive Director will involve the state association student treasurer who is elected annually, in all Vermont SkillsUSA Treasury activity.
  - b. Two signatures will be required for a check to be issued from the state association account; the Executive Director will sign the check request, and either Adam Provost, Director at BTC or another person to be determined, will sign the checks.
  - c. All requests for payment must be approved by the state association student officers.
  - d. An itemized record shall be kept of all income including state dues, deposits for conferences and workshops, bank interest, registration fees, and any other receipts.
  - e. An itemized record shall be kept of all expenses including state conference, workshops, SkillsUSA events, state officer team, and any other expenses.
  - f. A copy of the financial transactions shall be forwarded to the state advisor each month.
  - g. A Treasurer's Report shall be prepared in the fall and spring for the purpose of informing each Vermont SkillsUSA member of the sources, distribution, and uses of income.
  - h. An annual audit and financial report of the VT SkillsUSA shall be published to inform each member of the organization of the sources, distribution, and uses of income.
  - i. The fiscal year of the VT SkillsUSA will be July 1 – June 30.
  - j. All funds received shall be deposited in a state association checking/savings account.
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