



# Duties and Responsibilities of the Regional Coordinator

## Requirements:

1. Willing to work without supplement.
2. Have local administrative support
  - a. Approval for duty away; up to 20 days per year.
3. Able to meet strict deadlines
4. Organized
5. Represent SkillsUSA in a professional manner at all times.
6. Understanding of SkillsUSA competitions
7. Selected by peers during regional contest.

## General Responsibilities:

1. Act as liaison between region chapters the state SkillsUSA director.
2. Keep local chapters informed of meeting dates, and all SkillsUSA events.
  - a. Provide Regional updates to State Director for Tuesday Times newsletter
3. Assist in chartering new SkillsUSA chapters.
4. Membership recruitment of both student and professional members
5. Assist in recruitment of industry partners for both the region and state
6. Keep an accurate account of regional funds - both receipts and disbursements.
7. Serve as a member of Florida SkillsUSA, Inc., Board of Directors and attend all meetings.
8. Keep an accurate account of regional membership.
9. Attend virtual monthly meetings with other regional coordinators and the SkillsUSA Florida director.
10. Develop a regional calendar of events by June 1st
11. Coordinate regional steering committee meetings as needed
  - a. Develop agenda items.
  - b. Develop financial statement.
12. Develop a program of work for the region.
13. Supervise any Regional fund-raising activities.
14. Prepare Regional reports for Florida SkillsUSA Board meetings

## Regional Leadership Training Workshop (RLTW):

1. Secure location for RLTW
2. Plan leadership training for attendees
3. Plan and run steering committee meeting
4. Supervise Regional Officer elections

### State Fall Leadership Conference:

1. Arrange for Regional Officer travel and supervision
2. Assist State Director as needed during conference
3. Ensure Regional officers arrive home safely

### Regional Leadership and Skills Conference:

1. Secure site no later than June 1<sup>st</sup> of prior school year
2. Coordinate statewide dates for regional contests.
3. Establish registration fees and deadlines
4. Coordinate hotel sites as needed
5. Verify membership of all competitors
6. Secure judges and volunteers
7. Ensure contest materials are ordered and ready
8. Work with State Director to secure contests
9. Work with other Regional Coordinators to secure any missing contests
10. Secure regional medals from State Director
11. Plan and execute awards ceremony
12. Plan and order lunches/meals for paid registrants
13. Organize student delegate session
14. Supervise the election of the state officer during delegate assembly
15. Run judge's orientation at regional conference
16. Handle any grievances filed during competitions
17. Arrange for scoring process during conference
18. Verify which Regional winners will attend the State conference

### State Leadership and Skills Conference:

1. Attend the State Leadership and Skills Conference
2. Assist the State Director as needed during the conference

### Regional Coordinator Elections:

1. Nominations for the Regional Coordinator position will take place at the Fall Steering Committee Meeting (typically held at RLTV)
2. At regional contests, advisors shall elect Regional Coordinators to fill the positions of the Executive Board of Directors. Elections shall be held on odd years for regions I, III, V, and on even years for regions II and IV and VI.
3. Each region will select their own method for voting. This can be in person or electronic.