

Minimum standards for state SkillsUSA associations on Governance

NOTE: All States should meet 100% of the Standards

(Approved by the State Association Directors and SkillsUSA Board of Directors – August 2001)

State Association: _____

State Director: _____

Standards	Meets Standard (X)	Will Meet Standard (Year)
1. The state agency endorses SkillsUSA and its activities as a part of the plan for career and technical instruction in the state. a. The appropriate state education agency cooperates with the State SkillsUSA Director by approving and signing the completed SkillsUSA Corporation Form (Form 1) b. In the state plan for vocational education, career and technical student organizations (SkillsUSA) are clearly endorsed as one of the approved educational activities.		
2. For state associations where the state education agency has decided to manage SkillsUSA from outside the agency, the state education agency agrees to maintain a key role in a relationship to the association. a. The appropriate state education agency(s) have signed the "Memorandum of Understanding between SkillsUSA and the State Education Agency" b. The appropriate state education agency assigns an official who has responsibility for the programs, which by policy, is eligible to maintain a liaison with the state association's managers and to work to fulfill the state's obligation in the "Memorandum of Understanding between SkillsUSA and the State Agency."		
3. The State association shall have an effective board of directors. a. One-third of the board's membership is composed of business and industry representatives b. A representative from the state education agency serves on the board. c. Advisors and administrators from the schools where SkillsUSA is organized serve on the board d. The board has received training on the roles and responsibilities of a board and on financial accountability.		
4. The state association meets the financial standards of SkillsUSA. a. Eighty percent of the voluntary financial standards of SkillsUSA have been met.		
5. The State SkillsUSA Director has clear authority and adequate time to do the job. a. The State SkillsUSA Director has a formal job description b. If the State SkillsUSA Director is not a state education agency employee, he/she has a formal contract that is performance driven. c. The position represents at least 32 per hours per week average.		
6. There is a system for volunteer management of a balanced program of work for the state. a. There is an approved program of work. b. Each major part of the state's program is either managed by paid staff or volunteers c. There is a structure, in writing, that describes the volunteer teams and reporting command. d. All volunteers have been trained.		
7. The state association is incorporated. a. If the state association is managed outside the state education agency, the association is incorporated and has signed the SkillsUSA licensing agreement. (If the state association is managed by the state education agency, incorporation is the state education agency's decision.)		
8. The state association has legal protection. a. The state association has general liability insurance. b. The state association has directors' and officers' c. The state association has AD&D insurance for all events. d. The state association's staff is bonded.		