

Work Plan for the Board of Directors of SkillsUSA, Inc.

Quarterly Board Meetings

Fall

Items of major policy significance are discussed following committee review, and the annual compensation plan is approved. Review of the Executive Director is conducted, and a final report of the previous year's accomplishments is received.

Winter

Held in conjunction with the Association for Career and Technical Education's annual convention as follow-up to the Fall meeting to discuss ongoing concerns. The annual audit is reviewed.

Spring

Usually scheduled in March to allow committee planning for the upcoming fiscal year, including approval of the strategic plan and budget, and focusing on major policy decisions.

Summer

Held in conjunction with the National Leadership and Skills Conference (NLSC) to focus on current issues and listen to constituent groups.

Committees

The following standing committees will be organized by the President in consultation with the Executive Director:

Finance

The Finance Committee will continuously monitor the financial reports of SkillsUSA, Inc. The Committee will review investments, monitor budget reports, and propose adjustments in policy or actions needed to keep SkillsUSA financially strong. The committee will work with the Executive Director to develop an annual budget for approval by the Board.

Program

The Program Committee will review program issues and make recommendations to the Board in the interest of the national organization. Issues related to such programs as the SkillsUSA Championships, *Professional Development Program*, and *Total Quality Curriculum* will be discussed by this committee and policy issues related will be brought to the Board with recommendations. The committee will work with the Executive Director to develop an annual plan that will outline the program activities for the following year. This plan will include the priorities for the foundation for which finances must be raised.

Governance and Evaluation/Compensation Review

From the governance standpoint, the committee will review issues related to how SkillsUSA should be governed and organized at the state, local, and national levels. Issues related to the basic documents of the organization including, the student constitutions, articles of incorporation and bylaws, will be discussed by this committee and policy recommendations will be brought to the Board. Governance structure changes at all levels, as well as staff structures, will be the purview of this committee.

The committee will also conduct an annual review of the Executive Director's performance and recommend to the Board actions related to his/her employment regarding job descriptions, salary or incentive pay, benefits, personal objectives or future contractual arrangements. In the event of the need to change the Executive Director, this committee will recommend requirements to the Board, conduct the search and make recommendations for interviews. Further, this committee will review the annual compensation plan and incentive recommendations for the entire staff, as well as personnel policies. The committee will make recommendations to the Board.

Appointments and Terms

Annually, at the organizational meeting, the new president will reorganize the Board committees by:

- (a) assigning new members to standing and/or special committees;
- (b) moving existing members to new committees if necessary; and
- (c) appointing a chairperson to each committee.

The term for committee membership and chairmanship shall be one year and can be renewed for as many years as needed and as determined by the President.

Committee Meeting Procedures

Prior to regular board meetings:

1. Each committee chair and member will receive an electronic file from the Executive Director and staff outlining the issues on which Board action is required.
2. If necessary, the chairperson will call committee members or the Executive Director to discuss the issues or to seek clarifying information.
3. In an approximate three-hour time block immediately preceding each regular board meeting, each committee will meet to discuss its issues and to prepare recommendations for the subsequent Board meeting.

Committee Meeting Procedures (contd.)

During the quarter:

1. Regular reports related to the committee's assignment will be forwarded to the chair.
2. Issues which require ongoing work will be organized for completion at the discretion of the chairperson. Staff will support this work.

Meeting Dates for Fiscal Year 2010-2011

Spring – March 21-22, 2012, Kenosha, WI

Summer – June 25, 2012, Kansas City, MO

Fall – September 17, 2012, Washington, DC (in conjunction with WLTI)

Winter – To be discussed

Standing Committees

Finance

Chris Arvin (Chair)
Nick Mastrone
Joe Pietrantonio
Mark Williams
Mike Cowles
Kim Graham (Staff Representatives)

Program

Kathryn Jo Mannes (Chair)
Gerald Tylka
Jeffery Johnson
Dave Milliken
James King
Marsha Daves (Staff Representative)

**Governance and Evaluation/
Compensation Review**

Russ Hoffbauer (Chair)
Brent Kindred
Marlys Bucher
Greg Rintala
Tim Lawrence & Missy Wilson (Staff Representatives)

Revised 2/23/12