

Memorandum of Understanding
Vermont [REDACTED] Executive Director
July 1, 2013-June 30, 2014

This MOU provides the guidelines and ground rules to help the Vermont [REDACTED] Executive Director work productively together with the Vermont Agency of Education, the Vermont Association of Career & Technical Education Directors, and VT CTSO Coordinator.

Partner Agencies

VT Agency of Education—An AOE representative will ensure any Vermont state grant funds will be processed according to guidelines specified in the grant.

VT Association of Career & Technical Education Directors—Grant funds received from the VT AOE will be received and processed through one or more technical center accounting systems, complying with all regulations as such.

Responsibilities of VT AOE and VACTED

It is hereby agreed by and between the VT AOE and VACTED as follows:

- 1) They will appoint a VT CTSO Coordinator to facilitate and process any CTSO grant funds.

Responsibilities of the VT [REDACTED] Executive Director

The VT [REDACTED] Executive Director will:

- 1) Verify proof of fingerprinting and background check to be on file at the supervisory union where [REDACTED] funds reside.
- 2) Acquire any necessary Liability Insurance according to the respective national guidelines for that CTSO.
- 3) Provide a current state constitution/by-laws* to the VT CTSO Coordinator.
- 4) Establish a treasury within a technical center to receive funds and pay invoices. At least two signatures are required with the approval of the director at that center for a check to be issued. The details regarding the location and signatories will be provided to the VT CTSO Coordinator.
 - a. An itemized record shall be kept of all income including state and national dues, deposits for conferences, royalties, bank interest, refunds, registration fees, and any other receipts.
 - b. An itemized record shall be kept of all expenses including state and national conferences, guests for conferences, awards, materials for contests, fees for judges, expenses for state officers, and any other expenses.
 - c. The [REDACTED] Executive Director shall prepare a monthly financial statement* and submit it to the VT CTSO Coordinator.
 - d. An annual audit and financial report* of VT [REDACTED] shall be prepared for the purpose of informing each member of VT [REDACTED] the sources, distribution, and uses of income.

- 5) Communicate with all stakeholders regarding VT [redacted] activities and events.
- 6) Facilitate meetings and make decisions by consensus or democratic vote of the local advisors.
- 7) Supervise activities of each state [redacted] event and/or committees.
- 8) Be the state liaison between VT [redacted] and National [redacted].
- 9) Comply with National [redacted] regarding responsibilities.
- 10) Provide assistance to local [redacted] chapters.
- 11) Plan and execute leadership training for [redacted] state officers.
- 12) Develop with the state officers and any committee members a Program of Work* and Budget* for the year and submit it to the VT CTSO Coordinator by October 15 for final approval.
 - a. The budgeted amount for the 2012-2013 year will be \$ [redacted].
- 13) Develop with the state officers and any committee members a Vermont Fall Leadership Conference/Meeting for all local members. The [redacted] Executive Director will help plan and implement the conference/meeting and submit the required financial report* of the event within 45 days of its occurrence.
- 14) Develop with the state officers and any committee members a Vermont Spring Leadership Conference/Competition for all local members. The [redacted] Executive Director will help plan and implement the conference/competition and submit the required financial report* of the event within 45 days of its occurrence.
- 15) Provide the VT CTSO Coordinator with all state officer contact information requested.
- 16) Work with the VT CTSO Coordinator to ensure state officers attend the summer VT CTSO State Officer Training and winter Legislative Breakfast.
- 17) Develop an annual survey/questionnaire/etc. for members to complete in order to determine student and teacher interests and needs for VT [redacted].
- 18) Follow required procedures and timelines to process requests for CTSO grant funds according to guidelines set forth by VT AOE, VACTED, and VT CTSO Coordinator.
- 19) Maintain organized electronic and manual filing systems of VT [redacted] records to assist in transfer to next [redacted] Executive Director.
- 20) Attend meetings of the VT CTSO Council which consists of VT CTSO Coordinator, CTSO Executive Directors, and other stakeholders when necessary.
- 21) Submit a report* to the VT CTSO Coordinator on activities and budget allocations and actual expenses at the end of the fiscal year.
- 22) Comply with directives of the state coordinator and the Consortium committee of VACTED.

Timeline

The tasks described above are contingent on receiving grant funds requested. Responsibilities under this Memorandum of Understanding coincide with the grant period, July 1, 2013-June 30, 2014. In the event that the Executive Director is found non-compliant with the responsibilities listed, the Executive Director will be given 30 calendar days to comply. At that point, if there is further evidence of non-compliance, the Executive Director will be notified of his/her termination of responsibilities and will relinquish any further compensation.

Commitment

We, the undersigned have read and agree with this MOU.

By _____
VACTED Representative

By _____
AOE Representative

Date _____

Date _____

By _____
VT CTSO Coordinator

By _____
Executive Director

Date _____

Date _____

Executive Director Contact Information:

Name _____

Home Mailing Address _____

City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

Preferred Email Address _____

Work Mailing Address _____

City _____ State _____ ZIP _____

Work Phone _____ Fax _____