



SkillsUSA Arizona
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General Overview of Regional Coordinator Duties and Description

- Works with regional officers for chapter visits and regional conferences.
- Coordinate chapter visits with regional officers and advisors requesting visits. ADE/ SkillsUSA AZ will create and publish the process.
- Leads efforts to provide a regional conference in the state of Arizona
- Works with business and industry and advisors to chair and judge contests
- Provides 16 qualifying contests, plus additional contests to be determined by region planning staff
- Secures date and location for regional contest
- Works with budget assigned by state director and provides breakdown of all expenses and income. State Director will provide a template.
- Works with state director to provide information related to the regional contests
- Regional Coordinator will complete a conference reflection provided by ADE
- Communicates through the state director to provide contest update information
- Attend monthly virtual planning meetings dependent on schedule
- All documentation must be uploaded to shared folder:
 - Regional Coordinator Folder
- Represent SkillsUSA Arizona and SkillsUSA