*The below document is a sample only; all duties may not apply. Many CTSOs offer more detailed information about the role of the advisor. Please contact your respective CTSO state or national office for additional information.*

**Position Summary**

The advisor for the [insert school name] chapter of [CTSO] will be responsible for carrying out all activities of the local chapter, including managing membership, coordinating travel to conferences and events, and integrating [CTSO] activities directly into the classroom.

This position directly reports to [insert school administrator], operating within the requirements set out by the state and national levels of [CTSO]. Due to the intra-curricular nature of CTSOs, this position should be an educator for the CTE service area the CTSO represents.

**Duties & Responsibilities**

* Membership & Local Chapter Activities
	+ Collect, maintain, and manage all membership, including registering for membership at the state and national levels and paying membership dues by receipt deadlines
	+ Integrate [CTSO] activities into the classroom to ensure intra-curricular elements are supported
	+ Act as the main point of contact for the state and national level associations
	+ Connect with local business and industry to support local chapter functions
	+ Share updates from the [CTSO] state and national levels with student members, parents, and school leadership
	+ Manage the election and training of a local chapter officer team
	+ Provide leadership and oversight of local chapter meetings
	+ Facilitate the development of a chapter program of work (POW) that outlines chapter goals and activities for the year
	+ Manage and oversee regular local chapter fundraisers, meeting Student Activity Fund guidance
	+ Manage and oversee regular local chapter community service/service learning projects
* Conferences, Events & Competitions
	+ Manage student and advisor registration for regional, state, and national events
	+ Coordinate all travel arrangements to and from conferences and events in accordance to school guidelines
	+ Accompany students and serve in a supervisory role for their attendance at conferences and events
	+ Share information on competitive events and competitions with student members
	+ Register, prepare, and support student members participating in competitive events
* Submit all required forms and documents to the state and national level associations
* Complete all required payment requests with school leadership to meet budgetary requirements and payments are completed by all appropriate deadlines
* Ensure compliance with Iowa Perkins V guidance for [CTSO] development and financial claims
* Perform other duties as assigned

**Minimum Job Requirements**

[please refer to the [CTSO Advisor State & National Membership Requirements](https://docs.google.com/spreadsheets/d/1m_Nd9mgyXy2hftUAoD2EDynQxAeyRr5oP2xiR2-nlaw/edit?usp=sharing) for additional details on who may qualify to serve as the advisor of the CTSO]