



# Local Council Representative Service Agreement

This service agreement is made by and between the Apprenticeship for Child Development Specialist Program (ACDS) administered through WVECTCR/RVCDS and \_\_\_\_\_  
for the service of ACDS local council representative. Name

## I. Position – Duties:

The individual named in this service agreement will be known as an ACDS local council representative and will report to the ACDS program staff for any and all service agreement purposes. The duties and responsibilities of the ACDS local council representative are described in the ACDS local council representative job description and the ACDS policy and procedure manual. Local council representatives are expected to follow all responsibilities within those documents, which include the following:

- Ensure that policies and procedures set forth by the State Executive Council are being followed
- Participate in at least two of the four quarterly scheduled conference calls and/or Go-To-Meetings with ACDS Statewide Coordinator
- Attend three of the four scheduled State Executive Council meetings, per year
- Share information, documentation and resources with local council members and instructors
- Facilitate local council meetings (**minimum** of once every six months or twice a year) and submit meeting minutes to ACDS Statewide Coordinator
- Assist with the distribution and care of resource and printed materials
- Assist with the recruitment of apprentices, instructors, and local council members
- Communicate with instructors as needed
- Submit instructional plans each semester by the submission dates
- Adhere to the ACDS Positive Resolution process
- Adhere to mini-grant policies and procedures
- Ensure portfolio reviews and instructor evaluations are completed each semester
- Confirm that graduation takes place for each 4<sup>th</sup> semester class
- Communicate with ACDS Statewide Coordinator as needed

## II. Duration of this service agreement

This annual service agreement will begin \_\_\_\_\_ and shall terminate \_\_\_\_\_.  
Month/Year December 31/June 30/year

If all stipulations of this service agreement are not fully met by the ACDS local council representative, the ACDS Statewide Coordinator has the right to terminate this service agreement.

## III. Compensation

The ACDS local council representative is eligible to receive compensation at the sum of **\$250.00** per six months for a total of **\$500.00** per fiscal year and is further subject to receipt of appropriate documentation as outlined in the ACDS Policy and Procedures Manual. The total amount may be prorated as necessary, depending on contract start dates. Any version of co-chairing or sharing of the local council representative responsibilities will result in a split stipend between involved parties. The local council representative is an independent contractor for whom no federal or state

income tax will be deducted by ACDS/WVETCR/RVCDS. Local council representatives are not eligible for compensation if he or she is performing these duties as part of his or her regular employment or has received reimbursement in any other form for these services.

SSN: ____ - ____ - _____		County/County Cluster ( <i>Representing</i> ):	
Mailing Address:			
City:		State:	Zip:
Home Phone:	Cell Phone:	E-mail:	

*By signing below, I acknowledge that I agree to all terms of this service agreement, including maintaining confidentiality regarding apprentice and instructor information and all ACDS files and documentation.*

Local Council Representative Signature	Date	ACDS Statewide Project Manager Signature	Date
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WVETCR Assistant Director Signature	Date
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Submit to:  
 ACDS Statewide Project Manager  
 611 7<sup>th</sup> Avenue Suite 208  
 Huntington, WV 25701  
 Fax: 304-697-6613  
 Email: wvacds@rvcds.org



*This program is being presented with financial assistance as a grant from the West Virginia Department of Human Services and is administered by West Virginia Early Childhood Training Connections and Resources, a program of River Valley Child Development Services.*

*Grantee shall not endorse or support any candidate running for partisan political office. No federal or state funds under this Grant Agreement shall be expended to support any legislative lobbying efforts of Grantee related to specific legislation. Grantee shall certify that no federal appropriated funds have been paid or will be paid, by or on behalf of the Grantee or an employee thereof, to any person for purposes of influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.*

*If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, Grantee shall immediately complete and submit a disclosure form to report lobbying.*

*The authorized official signing certifies that the statements herein are true, complete, and accurate to the best of his or her knowledge, and that if he or she is aware that any false, fictitious, or fraudulent statements or claims may subject him or her to criminal, civil, or administrative penalties. The undersigned agrees to comply with all terms and conditions of the agreement.*