



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 _____ Name _____ for the service of ACDS local council representative.

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
- 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 Project Manager
- Assist with the distribution and care of resources 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
- Confirm that graduation takes place for each 4th semester class
- Communicate with ACDS Project Manager 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 Project Manager 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/WVECTCR/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: _____ FEIN: _____	County/County Cluster (<i>Representing</i>):		
Mailing Address:			
City:		State:	Zip:
Home Phone:	Cell Phone:	E-mail:	

Local Council Representative Signature	Date	WVECTCR Representative Signature	Date
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RVCDS Representative Signature	Date
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Submit to:
 ACDS Project Manager
 611 7th Avenue
 Huntington, WV 25701
 Email: wvacds@rvcds.org



WVECTCR Funding Information - TCR-ECE is supported by federal funding passed through the West Virginia Department of Human Services: Federal award amount: \$4,727,547 (99.9% of program budget) State award amount: \$5,122 (0.1%). TCR-OMCFH is supported by state funding through the West Virginia Department of Health. TCR-HV is supported by federal funding passed through the West Virginia Department of Health: Federal award amount: \$225,000 (100% of program budget) State award amount: \$0 (0%).