

EXHIBIT “A”

Duties of the Orlando After-School All-Stars State Director are as follows:

- Act as the primary liaison between Orlando After-School All-Stars and the City of Orlando’s Families, Parks and Recreation Department for the purposes of coordination and implementation of youth services where mutually beneficial.
- Serve at the pleasure and direction of the City of Orlando and Orlando After-School All-Stars (Orlando ASAS) Board of Directors.
- Oversee and coordinate the development and execution of the year-round operations of Orlando ASAS to include before and after school programs, summer camps, sports activities, educational projects, cultural programs and special events.
- Support the Orlando ASAS Board of Directors, maintaining consistent and effective communications with all board members and cultivating their participation and interest in agency goals, events, and programs.
- Develop and execute a comprehensive marketing and media strategy to facilitate the achievement of agency goals, objectives and plans.
- On an annual basis, develop, plan, coordinate and execute fund-raising special events to meet the financial/revenue goals established by the Orlando ASAS Board of Directors.
- Prepare an annual operating budget for approval by the Orlando ASAS Board of Directors and Orlando City Council, and manage all facets of the approved budget, including providing quarterly reports to the Board of Directors.
- Schedule, post and facilitate Orlando ASAS Board of Directors meetings, ensuring timely preparation and distribution of the agenda, development of thorough board materials, and coordination with the board chairman on all agenda items.
- Establish working relationships with other related community organizations, sponsors, community participants, public safety agencies, religious institutions and public/private schools in the Orlando area to facilitate program participation and support.
- Supervise, guide and direct staff assigned to this program, ensuring compliance with all city policies and performance criteria.
- Prepare and issue an annual report highlighting the activities, performance and accomplishments of the program, annually evaluate the activities, direction and performance of the program and advise the Board of Directors on appropriate adjustment and/or new goals.

- Perform other duties as needed to facilitate the accomplishment of program goals as established by the Board of Directors.
- Develop short and long term funding strategies for agency that includes annual fund raising projects, grant initiatives, creation of sponsorship incentive packages, coordination of projects with ASAS National office and donor development.
- Increase private donations and funding through the addition of 3 to 5 new corporate or community sponsorships annually and procure 3 to 5 new corporate, state or federal grants annually.
- Increase Board of Directors membership by adding new board members annually as needed according to the Board of Directors and be responsible for the orientation and training of new board members.
- Work with the After-School All-Stars National Office pursuant to the license agreement and ensure full compliance with all tenets of the license and maintain the established 501c(3) tax organization structure of all ASAS chapters in Florida.
- Serve as the primary liaison between ASAS National, the Florida chapter BOD's and the chapters' various public/private partner agencies for the purposes of coordination and implementation of youth services where mutually beneficial.
- Manage the Florida chapter's supervisory staff to ensure completion of all administrative and operational goals/objectives to include; budget management and fiscal accountability, policy and compliance requirements, fundraising and board management, and program and staff management.
- Where possible, streamline staff responsibilities and chapter practices, unify student services across all chapters and create a best practices model to level all program aspects to model status.
- Create, implement and manage statewide strategic initiatives to include;
 - Creation of statewide advocacy model to target both local and state government agencies and officials with the goals of increasing public funding.
 - Creation of development model to market ASAS Florida to private entities and corporate foundations.
 - Creation of new statewide grant writer and utilization of combined statistical metrics and accomplishments to secure large scale projects that individual chapters were unable to qualify for in the past.