Advisory Chair Meeting

**How to get members**- market with people you know,

**Expectations**

* Serve as resource and connection
* Meet minimum of four times
* Meetings last minimum of 1-1/2 hours
* Location varied
* Provide two members to district committee
* Minimum of 2 measurable goals

**BUSINESS PARTNERS ARE THE MOST IMPORTANT AND SET THE GOALS for the Advisory Board (what do they want to accomplish?)**

* We may ask them to assist with issues at school

**Meeting dates** (1 September/October 2) November 3) February 4) COE 5) April

(TRY TO GET YOUR MEETINGS DONE EARLY so other factors don’t affect you getting your 4 meetings in for the year)

**COMMITTEE MEMBERSHIP REQUIREMENTS**

1) Chair 2) Recorder 3) 6 business members 4) 1 post secondary 5) 1 Counselor 6) all cluster teachers

DROPPED PARENT, STUDENT, ADMINISTRATOR (INVITE but they may not be able to come)

**ROLE OF ADVISORY COMMITTEE**

Can perform a wide variety of functions. Chairs determine appropriate roles and direction on an annual basis.

* Review curriculum and make sure it is current for their needs
* Determine what is new coming down the pike
* Review text books
* Visit lab and see what you have and give opinions
* Help to assist in adding soft skills and tech skills
* Public relations (let community know what we do ACROSS THE BOARD)
* Recruitment and job placement
* Leadership activities (judge events, help CTSOs, help train kids through industry training)
* Legislative (communicate with legislators)
* Program Evaluation (come in once a year to help us evaluate online)
* Staff development (bring folks in to help with PD)

**CHAIR RESPONSIBILITY**

* Maintain current roster
* Establish meeting dates, times nad locations
* Secure refereshments
* Send information on committee by Oct 1
	+ Name
	+ Email
	+ Company
	+ District advisory committee representatives (2)
	+ Prepare agenda
	+ Conclude all meetings by May 1
	+ Provide a program overview to committee members annually (tell them about what the program does)
	+ Inform committee members of their roles na dfunctions
	+ Convene meetings and notify committee members of future plans
	+ Foster communications between members
	+ Determine a meeting time that accommodates the majority of business
	+ Attend fall district advisory committee meeting
	+ Attend celebration of excellence
	+ Maintain a file that has
		- Agenda and minutes of each meeting
		- Manual Sign in sheet of each meeting
	+ Submit documentation to CTE coordinator in May for processing of stipend

**RECORDER RESPONSIBILITY**

 Maintain current roster

Attendance is recorded and minutes are taken

**Food and refreshments**- ask for food from culinary 3 weeks in advance

**SET UP**- set up room and get it set in a conducive manner to allow for folks to see each other during discussion.

**AGENDA and MINUTES templates** will be sent out by Gary

TASKS