

## **Section III:**

# **Advisory Committees**



# Advisory Committees

## Overview

Career and Technical Education requires close cooperation and communication among community members, educators, and business-industry-labor representatives. The goal of career and technical education is to prepare youth and adults to enter the workforce and to provide the means for upgrading their skills.

A local advisory committee is a group of people from the workforce whose purpose is to assist and advise educators on establishing, maintaining, and improving career and technical education programs, which prepare **all students for better futures**.

The advisory committee should assist teachers in creating relevant programs by actively seeking advice and direction from qualified members of the community. The teacher uses recommendations made by the committee to design, develop, operate, assess, and support the career and technical education program.

The term “**advisory**” means to **help** and to **assist** rather than to administer or to establish policy.

*The school corporation shall insure that an advisory committee is organized and functioning with meetings conducted each school year: 1) for the total vocational program in the school corporation; and, 2) for each vocational program within the school corporation. [511 IAC 8-2-7](#)*

## Benefits

Effective use of the advisory committee can provide benefits not only to the instructional program, student, and teacher but also to schools, community, business, industry, and labor. These benefits include:

- Community gains a better understanding of the career and technical education program through the involvement of committee members with the educational program.
- Relevant program reflects the needs of the community.
- Committee members assist teachers in updating knowledge and skills by sharing new ideas and information.
- Employability of students in the community is enhanced.
- Sites are established for training, job placement, and community and on-the-job mentors.
- Community develops a greater sense of responsibility toward education.
- Experiences are provided that allow students to obtain knowledge and develop skills that meet industry requirements.
- Representatives from business-industry-labor come in contact with individuals who are potential employees and who use their products and services.

## Advisory Committee Membership

- The committee should include a minimum of five (5) members from business, industry, and labor selected by the teacher-coordinator. Additional members may include teacher/coordinator, guidance counselor, administrator, parent/guardian, etc. However, the additional members may not be included as the minimum of five from business, industry, and labor. The additional members should constitute less than 50 percent of the total committee members.

- The committee could include target groups such as employers, employees, representatives of consumers' interests, former students, advocates for students or persons with disabilities, guidance counselors, and a parent/guardian, with both genders and minorities represented.
- Members may be appointed for one-year term or multi-years up to three, with one-third being replaced each year.
- Members may be re-appointed annually or new appointments made as changes occur in groups from which representatives have been selected.
- The chairperson, vice-chair, and secretary are elected by a vote of the committee members. It is strongly recommended that these positions be filled by the business, industry, and labor members and not by the teacher-coordinator.

### ***Roles Of Advisory Committee Members And Officers***

#### *Teachers:*

The key to a successful program advisory committee is the teacher. The teacher should be enthusiastic and willing to take on extra responsibilities. This person is the promoter who does most of the detailed work if a program advisory committee is to be successful.

- be sensitive to points of view and suggestions from the committee
- act as liaison from committee to administration

#### *Secretary/Recorder:*

This person should act as the liaison between the school and the community and maintain a close working relationship with members of the committee. The secretary also may assist the chairperson in setting the tone of the committee activities.

The responsibilities of the secretary are:

- keep records of the attendance of members at meetings
- keep a record of discussion and recommendations
- maintain a permanent record file of Advisory Committee activities
- distribute minutes of Committee meetings and copies of other Committee documents to committee members, teachers, and others who may be concerned. He/she shall have the assistance of the school's staff and the use of the school facilities in performing these functions
- send copies of minutes and reminders to the chief administrative officer
- arrange for meeting space
- notify members and guests of meeting time/location
- prepare and mail information to committee members and others associated with the program
- prepare and forward necessary correspondence
- provide statistical information about the school and prepare progress reports
- accompany the committee chairperson to visit school personnel and explain committee actions

#### *Committee Chairperson:*

- the chairperson may be elected directly into that position, or the vice chair may be elected to serve as the next chairperson

- be a representative from business or industry, elected by the committee members
- be sensitive to the views of the members
- be able to listen critically
- be reasonable
- exercise good judgment and fairness
- be able to work closely with the teacher
- spend more time than other members on the affairs of the committee
- be well informed
- to preside at the meetings of the Committee
- to serve as a chairperson of the Program Advisory Committee
- to appoint special committees as the need arises, which may include persons other than committee members
- to meet with the teacher or program director to prepare an agenda prior to a forthcoming meeting
- arrange for special presentations
- prepare reports

Recommended responsibilities include:

- establish meeting dates and calling meetings to order
- plan the meeting agenda
- encourage a relaxed atmosphere conducive to productive discussion
- plan committee activities and providing sufficient background information when needed
- maintain personal contacts with members and school personnel
- approve all announcements, notices, and other information sent to committee members
- preside over all meetings, leading discussions, and bring closure on key points of discussion

The chairperson should avoid:

- acting as the final authority on all subjects
- putting pressure on the group to agree with his/her own personal views
- chairing subcommittees
- discussing questions or issues that are outside the purpose of the committee

*Committee Vice-Chairperson:*

- the vice chair may be elected to serve as the next chairperson following a set time as vice chairperson
- work closely with the chairperson on all tasks
- serve as the leader for many of the committee's activities
- perform specific tasks assigned by the chairperson

*Committee Members:*

- be an active participant of the group
- be sensitive to the views of the members
- be able to listen critically
- exercise good judgment and fairness
- serve on special committees as the need arises

Source: [http://www.cccs.edu/Docs/CTE/AdvisoryCommitteeGuide\\_10-03.pdf](http://www.cccs.edu/Docs/CTE/AdvisoryCommitteeGuide_10-03.pdf)

## **Meetings**

- **The advisory committee will meet a minimum of 2-3 times annually but may meet as often as necessary to accomplish the program of work.**
- Meetings are usually held at the school but may be held at any convenient location.
- All advisory committee members are to be notified about all meetings.
- Meetings should be scheduled at the convenience of the business, industry, and labor committee members and not school staff. Meetings may be held early morning for a breakfast or at any other time convenient to the advisory committee members.
- Meetings may not be held as individual telephone conversations or individual visits by the teacher-coordinator.

## Minutes:

- The secretary should keep detailed minutes of the meeting.
- Minutes should be typed and distributed within two weeks of the meeting.
- Copies should be emailed to all committee members and school administrators.
- Minutes should be kept on file by teacher-coordinators for five years.
- The chairperson should prepare an agenda for the meeting outlining the topics to be discussed and notify members at least one (1) month in advance with a reminder one (1) week in advance. The teacher/coordinator should contact the chairperson to add any items to the meeting agenda.
- At the first meeting: The teacher-coordinator should explain the purpose of the advisory committee. A committee chair, vice-chair and secretary are elected. It is important to follow the agenda and time schedule.

## **Advisory Committee Activity Suggestions**

### *Curriculum Development:*

- review curriculum materials for state-of-the-art content
- identify competency levels and performance standards
- identify employability skills
- review textbooks and other instructional material
- encourage applied education in the classroom

### *Public Relations:*

- obtain effective media coverage
- display posters and other publicity
- recognize outstanding Career & Technical Education educators
- recognize outstanding students
- be visible in support of programs during public and special events
- present to civic and community groups
- recommend technical resource personnel
- provide classroom speakers from business and industry
- provide tours and field trip experiences
- provide sample kits and supplies
- maintain a current library of resource materials
- secure additional funding and donations for materials and equipment
- evaluate realistic safety policies

*Job Placement:*

- provide students with training opportunities and internships
- provide full and part-time jobs to qualified students
- coordinate potential job openings with other employers
- conduct occupational surveys and employment forecasts

*Recruiting:*

- assist in recruiting teachers
- assist in recruiting new students
- assist in recruiting new Advisory Committee members

*In-service Training:*

- provide summer and part-time employment experiences for teachers to upgrade skills
- provide in-service activities for the teacher on current methods and processes
- obtain counsel and assistance on special problems and new undertakings
- encourage and stimulating personal initiatives
- support departments in sending teachers to professional meetings and conferences

*Leadership Activities:*

- design skill and testing events
- judge competitive events developed by recognized student organizations
- gather contributions of equipment/supplies for the events and awards
- sponsor and recognizing student activities and leadership events

*Legislative:*

- provide tours for legislators through the CTE training facilities
- communicate with legislators about the benefits of CTE for students and the community, as well as program needs
- stay current on new legislation

*Program Evaluation:*

- review goals/objectives of the CTE program
- examine outcomes relating to quality and quantity of graduates and job placement
- participate on program evaluation teams
- assure that program curriculum is up-to-date and technologically current

**General Guidelines for Functioning**

*Do:*

- Schedule future meeting dates
- Clearly define the role of the members and review it frequently
- Develop [by-laws](#)
- Develop a [program of work](#)
- Inform members of students' needs and emerging problems
- Create a plan to engage business, industry, and labor members as active participants of advisory committee and your cooperative education program
- Give support for implementing assigned tasks

- Reach a consensus on matters brought before the committee
- Address recommendations promptly and report actions at next meeting
- Avoid disputes
- Recognize contributions of all members

*Do Not:*

- Have the committee serve as a “rubber stamp”
- Vote on school policy matters
- Ask for advice on matters requiring extensive investigation
- Ask the committee to make administrative decisions
- Ask the committee to resolve problems; request advice instead
- Phone for opinions rather than hold meetings

## Sample of an Advisory Committee's Program of Work

The following sample outline might serve as a guide in developing an annual agenda for discussions and activities. The committee as a whole should provide input into the development of the agenda. The agenda should take into account community time frames and events and should retain some flexibility for issues which arise throughout the year.

<b>Month</b>	<b>Objective/Activity</b>
Sept./Oct.	<p>The committee will be organized to function on a continuing basis.</p> <ul style="list-style-type: none"><li>• Develop organization and policies for operating the committee</li><li>• Elect officers</li></ul> <p>The members of the committee will become familiar with the instructional program.</p> <ul style="list-style-type: none"><li>• Identify the existing goals of the program</li><li>• Act as consultants</li><li>• Review the program:<ul style="list-style-type: none"><li>◆ tour/review of facilities and equipment</li><li>◆ current school and program enrollment</li><li>◆ related instruction (classroom component)</li><li>◆ co-op work sites (review, suggestions)</li><li>◆ youth organizations</li></ul></li></ul>
Nov./Dec.	<p>The committee will assist with the development of short- and long-range goals for the program.</p> <ul style="list-style-type: none"><li>• communication links between school and community, economic development leaders</li><li>• current issues</li><li>• program development and improvement</li><li>• adult and community education linkages</li><li>• determine long-range employment trends</li></ul>
Jan./Feb.	<ul style="list-style-type: none"><li>• participate in national CTE Month activities</li><li>• surveys of current local employment needs and projections</li><li>• community relations and public information</li><li>• assist with career and technical student organizations in judging at the district and state competition</li></ul>
March/April/May	<ul style="list-style-type: none"><li>• wrap up of other projects</li><li>• review major activities and accomplishments for the current year</li><li>• set goals for next school year</li><li>• program review</li><li>• graduate and placement statistics and services</li></ul>

Topical discussions could focus on identifying related strengths and weaknesses and whether the issue is appropriate for the committee to undertake as a project. Issues warranting further study could be broken down into specific questions to be answered. Sub-committees and staff could then be assigned to plan and conduct selected projects and activities aimed at developing workable solutions.

## **Sample Agenda—First Meeting**

1. Welcome and opening remarks by school personnel
2. Introduction of members
3. Purpose and role of the committee
4. Basic school information
5. The nature and objectives of the specific career and technical program
6. Organization of the committee
  - Selection of chairperson and secretary
  - Selection of dates and times for meetings
  - Appoint bylaw committee to establish bylaws
7. Tour program facility
8. Adjournment

## **Sample Agenda—Future Meetings**

- I. Call to Order
- II. Approval of Minutes
- III. Unfinished Business
- IV. Reports
- V. New Business
- VI. Plans for Next Meeting
- VII. Other Items
- VIII. Adjournment

## Sample Format—Minutes

Date: \_\_\_\_\_ Place: \_\_\_\_\_ Time: \_\_\_\_\_

Members Present:

Members Absent:

Others Present:

Minutes:

The chairperson, (name), opened the meeting and called for the reading of the minutes of the previous meeting.

The career and technical education coordinator/teacher reported on the status of new classes: efficient reading, IBM tabulation and keypunch training, and preparation for civil service exams.

A discussion of possible new classes to meet the expressed needs of the community followed, and the chairperson called for recommendations for classes, textbooks, and teacher qualifications. A workshop course for medical secretaries, reorganization of the advanced typing laboratory, and the adoption of a new shorthand text were approved.

The coordinator reported on plans to host the state meeting of the \_\_\_\_\_ youth organization.

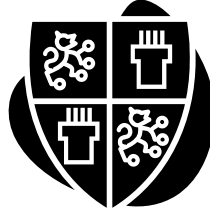
The committee voted to meet semi-monthly instead of monthly.

The coordinator took the group on a tour of the remedial reading laboratory.

The meeting adjourned at \_\_\_\_\_.

## Sample Letter

### CAREER AND TECHNICAL EDUCATION DEPARTMENT



LINCOLN HIGH SCHOOL  
EAST PARKWAY DRIVE  
CAMBRIDGE CITY, INDIANA 47327

PHONE: 812-555-1212 EXT. 4000

September 1, 200\_

Mr. David Clements  
Tomay and Company, Inc.  
1543 West School Street  
Cambridge City, IN 47327

Dear Mr. Clements:

You have been recommended as a possible candidate to serve on the Advisory Committee for the Lincoln High School Career and Technical Education Department.

This advisory committee meets 2-3 times each year for two hours in the evening. The committee membership is listed on the enclosed sheet. Also enclosed is a HANDBOOK FOR MEMBERS, published by the Indiana State Advisory Council on Vocational Education. This booklet helps explain the purposes of an advisory committee and the responsibilities of an advisory committee member.

If you have any questions after reading through the enclosed materials, please call me. I will try to answer any questions you may have. Our first meeting is scheduled for Tuesday, September 29 at 7 p.m. in Room 11 at Lincoln High School.

I hope you will agree to serve on this advisory committee. I feel that you will be a great asset to the committee and that you have much to offer to the career and technical education department.

Yours truly,

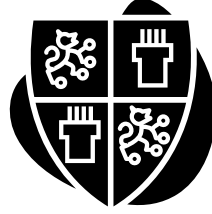
*Sharon Blue*

Sharon Blue  
Department Chair

Enclosures

# Sample Letter of Appreciation for Advisory Committee Service

CAREER AND TECHNICAL EDUCATION DEPARTMENT



LINCOLN HIGH SCHOOL  
EAST PARKWAY DRIVE  
CAMBRIDGE CITY, INDIANA 47327

PHONE: 812-555-1212 EXT. 4000

January 15, 200\_

Mr. David Clements  
Tomay and Company, Inc.  
1543 West School Street  
Cambridge City, IN 47327

Dear Mr. Clements:

The next meeting of the Lincoln High School advisory committee will be Tuesday, February 5 at 7 p.m.

This meeting will be held in the Board of Directors Room at the Insurance /Company of North America, 812 North Seventh Avenue, Richmond. Sarah Stone, assistant human relations director of INA, will be waiting for us at the North Seventh Avenue entrance at 6:45 p.m. Following a short business meeting, Sarah will give us a tour of their new wireless computer information center.

If you cannot attend this meeting, please notify me immediately.

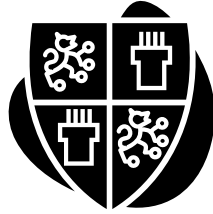
Yours truly,

*Sharon Blue*

Sharon Blue  
Department Chair

# Sample Letter of Appreciation for Advisory Committee Service

## CAREER AND TECHNICAL EDUCATION DEPARTMENT



LINCOLN HIGH SCHOOL  
EAST PARKWAY DRIVE  
CAMBRIDGE CITY, INDIANA 47327

PHONE: 812-555-1212 EXT. 4000

June 1, 200\_

Mr. David Clements  
Tomay and Company, Inc.  
1543 West School Street  
Cambridge City, IN 47327

Dear Mr. Clements:

It has been such a pleasure working with you on the Lincoln High School Career and Technical Education Advisory Committee this year. Thank you so much for all of your help.

Your involvement has greatly benefited the continuing development of our programs and the cooperation with the community in the educational process.

The students and I are most grateful.

Yours truly,

*Sharon Blue*

Sharon Blue  
Department Chair

# Sample Advisory Committee Bylaws

By-Laws of the \_\_\_\_\_ High School  
Cooperative Education Advisory Committee

## Article 1

### Name

This group shall hereafter be known as the \_\_\_\_\_ High School Cooperative Education Advisory Committee.

## Article II

### Purpose

Section 1. The purpose of this advisory committee are to advise, not to develop policy, and may include:

- a. Evaluate the stated goals and objectives of the cooperative program
- b. Determine the needs of business, industry or labor which are directly related to the specific cooperative education program
- c. Evaluate the course(s) as related to the stated goals and objectives
- d. Help develop a program that better relates to the need of business, industry, and labor
- e. Aid the program in those activities that will lead toward progress
- f. Offer recommendations to improve the facilities, instructional materials or equipment
- g. Evaluate annual progress made toward goals and stated objectives
- h. Advise on revising goals and objectives as reflected by annual evaluation
- i. Serve as a liaison between the school, the community and business, industry, and labor
- j. Develop a communication network with the work force, management, and the Chamber of Commerce
- k. Other, as specifically requested by the school and agreed upon by the committee.
- l. Review instructional strategies and make suggestions

Section 2. This program advisory committee shall limit the scope of its recommendations to those businesses and industries directly related to the specific program it serves.

## Article III

### Membership

Section 1. Members are selected by the program's teacher-coordinator and appointed to represent a cross section of the community, business, industry, and labor served by the program.

Section 2. The committee will/shall have five members from business, industry, and labor with additional members that may include teacher/coordinators, guidance counselor, administrator, parent/guardian, etc. Appointment of a business, industry, and labor advisory committee member shall be for three years except when the appointment is to fill an unexpired term and, initially, when one-third of initial appointments are for

one year and one-third are for two years in order to stagger terms of service. Individuals appointed to a one-year term may be appointed to a second term. Thus, one-third of the members are appointed annually. Two complete terms may not be served in sequence.

Section 3. The term of the new members will begin on July 1 of each year.

Section 4. The advisory committee may suggest names of prospective members to the teacher-coordinator.

Section 5. Although not members of the advisory committee, the teacher-coordinator and other selected officials and guests may be present at each meeting to receive the advice of the committee.

#### **Article IV**

##### **Meetings**

Section 1. Regular meetings of the advisory committee will be established by agreement of committee members and the teacher-coordinator with a minimum of 2-3 meetings annually.

Section 2. Written notices of each committee meeting and the agenda for that meeting will be prepared by the teacher-coordinator and distributed to members at least one week before the scheduled meeting.

Section 3. A majority of the membership shall constitute a quorum, which must be present in order to conduct any business.

#### **Article V**

##### **Election of Officers**

Section 1. The officers shall be a chairperson, vice-chairperson, and secretary elected from the business, industry, and labor membership.

Section 2. The officers shall be elected annually by a majority vote of those present at the Spring/Summer meeting. A quorum must be present for the election to take place.

Section 3. The chairperson shall be elected from among those members who have served on the committee at least one (1) year except for the first chairperson elected under these By-Laws.

#### **Article VI**

##### **Duties of Officers**

Section 1. The duties of the chairperson shall be to:

- a. preside at meetings of the advisory committee
- b. appoint pro tem committees as needed
- c. prepare the agenda items and materials needed for the meeting and submit them to the secretary
- d. break a tie vote

Section 2. The duties of the vice-chairperson shall be to:

- a. preside at the meetings of the advisory committee when the chairperson cannot

- be present or cannot preside
- b. chair the annual Program Evaluation Sub-Committee

- Section 3. The duties of the elected secretary shall be to:
- a. record minutes at all meetings (or verify minutes taken by the appointed secretary)
  - b. distribute minutes to all committee members with the agenda for the next meeting
  - c. assume responsibility for all requested correspondence of the committee

**Article VII**  
**Sub-Committees**  
**(Optional)**

- Section 1. Standing Committees are those with responsibilities which are expected to continue from year to year, and which will need continuing effort. These include:
- a. The Program Evaluation Sub-Committee, headed by the Vice-Chairperson of the Advisory Committee and including two other members. Membership needs to include a first, second, and third year committee member when possible.
  - b. The Public Affairs Sub-Committee should include at least two members (co-chairs); if more members serve, then a chair needs to be selected by the teacher-coordinator.
  - c. The Bylaws Sub-Committee shall annually review the Bylaws and revise if needed. It shall be composed of at least two (2) members elected from the committee and the Chair who shall serve as chair for the sub-committee also. The teacher-coordinator shall serve as an ex-officio member with voting privileges.
- Section 2. Pro Tem Committees are those with specific tasks that are expected to be completed within a specified period of time.