

Info from NATEF:

Advisory Committee Functions

- Curriculum Content Advisement – advising on *what* to teach, based on one question: Do graduates possess the entry-level job skills needed by employers in the area served?
- Career Guidance and Placement – attending career days, serving as guest speakers, conducting mock interviews, locating prospective employers
- Community Public Relations – promoting awareness of the program
- Equipment, Facilities, and Resources Review – recommending the equipment and facilities needed to provide students with an optimal learning environment
- Program Review – reviewing program goals, budgetary needs, and data collection procedures; developing long-range plans

Helpful Hints about Advisory Committees

- Do select enough members to give an adequate base for opinions, yet limit the number so that members can comfortably and freely discuss business. Normally, between five and fifteen members produce the most effective committee.
- Do select members who have no political motivation for committee service and who have no 'pet project' they want to promote over the welfare of the overall program.
- Do set a time limit for terms on the advisory committee. Stagger the times that members rotate off the advisory committee. Having new members adds fresh ideas and perspective; members in the second or third year of their term add the benefit of experience.
- Do select members who represent both workers and supervisors in order to get an accurate picture of the community's employment needs.
- Do keep the advisory committee active. Continually solicit and consider its advice.

Dos (and Don'ts)

- Provide handbook
- Send letters of appointment signed by administrator
- Hold meetings on schedule
- Notify members of actions taken on their recommendation
- Send letter and agenda and minutes in advance
- Ask for recommendations
- Keep atmosphere informal to encourage exchange of ideas
- Mail minutes out promptly
- Encourage members to visit program
- Avoid busy work
- Have a school representative at each meeting
- File minutes with administration

Don'ts

- Appoint members without studying their potential to contribute
- Schedule at inconvenient times
- Hold meetings in uncomfortable venue
- Allow members to become involved in administration
- Get by without officers
- Discourage members from talking to students and learning about the program
- Influence members in selection of officers
- Appoint for an indefinite term
- Fail to recognize members contributions
- Fail to replace inactive members
- Fail to consider recommendations and inform members of actions taken