

Montgomery County Business Advisory Council

Partnership Agreement

Montgomery County ESC Business Advisory Council

This partnership agreement outlines the roles and responsibilities required for members and subcommittee chairs of the Montgomery County ESC Business Advisory Council. By signing this document, the identified individual and/or organizations commit to fulfilling the roles and responsibilities necessary to implement, in partnership, high-quality career connections and work-based learning activities.

Overview of the Business Advisory Council

The Montgomery County Business Advisory Council (BAC) fosters cooperation among schools, businesses and the communities they serve. This work ensures that the work of educators aligns with the needs of businesses. We strive for four main outcomes:

- i. Ensuring student success and career readiness while in school
- ii. Helping existing and new businesses thrive in our region
- iii. Keeping talent in our region
- iv. Making Montgomery and surrounding counties great places to live and work

The BAC is led by Montgomery County Educational Service Center (MCESC) for public schools in and around Montgomery County.

Our Purpose

Together, our BAC leaders work collaboratively to achieve these outcomes through strategic partnerships and coordinated efforts across multiple sectors. The BAC includes over 60 cross-sector representatives from school districts, higher education institutions, businesses in in-demand industries, local government, military, local economic development organizations, and other community partners. The BAC is comprised of a steering committee and six subcommittees that are responsible for carrying out the specific BAC goals.

Partnership Commitments

This agreement outlines the roles, responsibilities, and mutual commitments between the Montgomery County Business Advisory Council and participating employer partners to ensure productive collaboration in workforce development.

Commitments of the Education Service Center (ESC)

The Montgomery County Educational Service Center commits to:

- Provide structured meeting agendas and relevant materials in advance
- Facilitate meaningful dialogue and strategic planning sessions
- Share regular updates on macro-level updates, emerging best practices, and regional successes
- Maintain transparent communication about BAC goals and progress
- Support members with resources and connections needed for success

Individual Commitments by Role

General BAC Members commit to:

- Attend quarterly BAC meetings focused on regional updates, best practices, and successes
- Participate in structured discussions and receive strategic information about workforce development trends
- Engage in the meeting preparation and follow-up activities outlined in this guide
- Raise visibility by actively promoting career pathways and work-based learning opportunities within your industry
- Make connections by facilitating introductions between educational institutions and relevant industry contacts
- Provide meaningful career exploration and work-based learning experiences for students
- Share knowledge and contribute industry expertise, emerging trends, and workforce insights

Subcommittee Members commit to:

All responsibilities of General BAC Members, plus:

- Attend subcommittee meetings that focus on tactical, topic-driven discussions
- Review additional subcommittee-specific materials and resources
- Engage in more interactive discussions where every member is expected to actively participate and contribute
- Come prepared to discuss specific challenges and solutions within the subcommittee's focus area
- Take on action items and report back on progress at subsequent meetings

Subcommittee Co-Chairs commit to:

All responsibilities of General and Subcommittee Members, plus:

- Facilitate subcommittee meetings and guide strategic dialogue
- Review the action steps portion of each subcommittee meeting
- Conduct status checks with subcommittee members between meetings regarding their committed action steps
- Communicate regularly with subcommittee members about progress and upcoming priorities
- Provide updates to the main BAC about subcommittee activities and outcomes
- Coordinate with ESC staff on subcommittee planning and resource needs

Detailed Expectations for Meaningful Participation

Before Meetings:

- Review the agenda
- Refamiliarize yourself with our strategies and actions
- Prepare to share recent successes
- Review recent YouScience reports
- Review progress towards BAC goals twice a year, in January and May

During Meetings:

- Share success stories, wins, challenges
- Identify and share major takeaways or next/action steps you will commit to at the end of every meeting

After Meetings:

- Review BAC wrap-up materials
- Act on identified and assigned action steps
- Make connections with BAC work by engaging your company/organization in career connections activities and work-based learning
- Make relevant connections to peer employers and partners

Term Commitments and Renewal

General BAC Members:

- Commit to a two-year term of service that can be renewed annually
- Terms are staggered to ensure continuity of institutional knowledge

Subcommittee Members:

- Commit to a one-year term of service that can be renewed annually
- Terms are staggered to ensure continuity within subcommittee work

Subcommittee Co-Chairs:

- Commit to a two-year term of service that can be renewed
- Terms are staggered between co-chairs to ensure continuous leadership and knowledge transfer
- Enhanced commitment reflects the additional responsibilities and leadership role

Participation Guidelines

No Financial Requirements:

- There is no direct fundraising requirement or fee to participate in the BAC
- Participation is based on time, expertise, and relationship-building contributions

Performance Expectations:

- Members are expected to maintain consistent engagement as outlined in this guide
- Members will be able to work with the ESC to identify solutions or supports when problems associated with full participation surface

Flexibility in Participation:

- **Process to Step Back:** Members may resign from their position with 30 days’ notice to allow for transition planning
- **Process to Rejoin:** Former members may rejoin the BAC by expressing renewed interest and confirming their ability to meet current participation expectations
- **Term Renewal:** All terms are renewable based on a discussion with the Workforce Director, mutual agreement and continued alignment with BAC goals, and a renewed signature on this agreement

Impact and Recognition

Participation in the BAC represents a meaningful civic contribution to regional workforce development. Members are recognized at the annual BAC dinner as community leaders who are actively shaping the future of education and economic development in Montgomery and surrounding counties. In addition, members have the opportunity to receive prioritization for additional pathways-related partnership and funding opportunities.

This partnership is designed to be mutually beneficial and sustainable, creating lasting positive impact for students, employers, and the broader community while respecting the time and expertise that busy professionals contribute to this important work.

Company/Organization Rep Signature 1

Date

Company/Organization Rep Signature 2

Date

ESC Rep Signature

Date