

### STEP-BY-STEP ADVISORY COMMITTEE IMPLEMENTATION

#### POLICIES AND PROCEDURES

- Advisory committees are required for every program. To learn more about federal and state code in regards to advisory committees, reach out to your state staff for ag ed.
- Determine what policies or procedures are in place in regards to advisory committees at your school or district. Seek answers from nearby ag teachers, CTE directors or teachers, administration, etc. Explain the function of an advisory committee to administrators. Point out the local need for, and advantages of, the advisory committee. Provide examples of schools where advisory committees are successfully operating.
- Show how an advisory committee will be an asset to administrators, the school and yourself.
- Ask for administrators' assistance in preparing final plans for presentation to the board of education.
- Present plans to the board of education.
- Outline specific purposes of the advisory committee. Point out that it is not a pressure or lobby group, but merely addresses problems.
- Explain that the board of education may designate a member to sit in on all committee meetings.

#### DETERMINE IF YOUR SCHOOL HAS AN EXISTING ADVISORY COMMITTEE.

- If you are coming into an existing program, you may already have an established advisory committee or an inactive advisory committee.
- To determine if you have an advisory committee ask your administration, co-teacher, CTE director, other CTE teachers, or the previous teacher.
- If you find out that your program has an advisory committee, then reach out to the members and ask if they want to continue to serve.

#### SELECT AND CONTACT COMMITTEE MEMBERS.

- Prepare a list of people from which committee members will be selected. Work with the superintendent and/or the board of education to make the final selection. Be sure to include

business, industry, community and school-related people. Include some “nonusers”—people who have not had close ties to your program in the past.

- Contact selected members and determine whether they are interested in serving.
- Visit all members who accept a position on the committee. Answer their questions about the overall program. Check on possible times to hold the first meeting.
- Arrange for the secretary of the board of education to write personal letters of notification, signed by the board president, to each newly selected committee member.

#### CALL THE FIRST MEETING.

- Avoid time conflicts as much as possible.
- Stress the importance of attendance.
- Mail reminder cards to committee members, and call them the day before the meeting.
- See page 108 of the Agriculture Teacher's Resource for a sample agenda

*Source: Shinn, L. (1988). Advisory Committees: A Guide for Organization and Use. Cincinnati, OH: South-Western Publishing.\**