

Advisory Board Checklist

Step by Step ADVISORY COMMITTEE Implementation

- **Be convinced of the need for an advisory committee.**
 - Study the duties, functions and advantages of an advisory committee (AC)
 - Visit advisory committees in operation
 - Talk to administrators at a school where a successful advisory committee is in operation
- **Secure Approval**
 - Explain the function of an AC to administrators. Point out the need for, and advantages of, the AC. Provide examples of schools where ACs are successfully working.
 - Show how an AC will be an asset to administrators, the school and yourself
 - Ask for administrator's assistance in preparing final plans for presentation to the board of education
 - Present plans to the board of education
 - Outline specific purposes of the AC. 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 AC meetings
- **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, and the community. 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 all 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.
 - Set a beginning and ending time for meetings and hold to it. Even if it means arranging another meeting. Your members are busy people with busy lives. If they are willing to commit to spend time on your board—be respectful of that commitment and don't take advantage.