



## Benefits of Advisory Councils

- Members understand the program & support it and the teacher in the community.
- Provide considered advice.
- Advice usually represents the community.
- Community becomes connected to and partly responsible for the learning & development of its students.

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## Advisory Committees

# Choosing Members of Your ADVISORY COMMITTEE (Board or Council)

A good advisory committee should include people who...

- Are genuinely interested in the success of the program
- Are from diverse backgrounds with varied interests
- Have significant experience in agriculture
- Understand their purpose on the committee
- Are committed to participating actively on the committee
- Have the time and resources necessary to serve
- Understand the role on the advisory committee

## Things to keep in mind

- **Avoid** using parents—there connection may be short term (only while their children are involved)
- Begin with a **strong chair**—NOT you, but someone with experience and understanding of leadership roles.
- Elect a competent secretary and a vice-chair as well.
- Establish a logical rotation of service—usually 3 year terms, but you will begin with 1, 2 & 3 year terms until you are established.

Job Operation Sheet



### Sample Advisory Committee Make-Up

- **Ag Sector Reps-**
  - Horticulture
  - Agronomy
  - Animal science
  - Turf
  - Agribusiness
  - Research
  - Economists
- **Gender**
  - Include both
- **School Admin**
  - Ex Officio
- **Ag Teacher**
  - Ex Officio
- **FFA Alumni/ Parents**
  - One representative of groups
- **Ethnicity**
  - At least one rep from all ethnic groups in school

## Sample Meeting Agenda

(for the first meeting)

### Agenda

Advisory Committee  
Happyville High School Agricultural Education Program

September 20, 20??  
Agricultural Education Classroom  
6:30 PM

Reception/Refreshments.....Hosted by  
the Happyville FFA Chapter Officers

Welcome.....Ms. Always Smiles,  
Principal

Mission of the Committee.....Mr. Gladu Came,  
Local CTE Director

Recognition of the Advisory Committee Chair.....Ms. Ima Workhorse,  
Agriculture Teacher

New Business.....Mr. Good Citizen,  
Chair

- Program Evaluation Plan
- Set Next Meeting Date

Tour the Agriculture Facility.....Ms. Workhorse,  
Agriculture Teacher

Adjournment

**FFA members are representatives of the students currently enrolled in agricultural education and can help in advisory committee work.**

### Committee Procedures

In order to function effectively, the Committee needs procedures. Most groups adopt Parliamentary Procedure as an operational mechanism, but here are some valuable guidelines to consider:

- Time, location and general dates of meetings (not more than 4 nor less than 2 times/year)
- Rotation schedule for members of the committee (1, 2 & 3 year appointments)
- Process for selecting new members
- Process for selecting chair & other officers
- General rules for handling business (ParlyPro)

## Volunteer Tips

### Advisory Committee & Program Evaluation

Regular evaluation of any program serves to enhance its potential. In Arizona, schools participate in the **Arizona Agricultural Education Program Review**, offered by ADE and the University of Arizona.

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Involving your Advisory Committee in this process in appropriate

and logical, however when beginning an Advisory Committee, it is important that the members participate in an in-depth review of your program on a local level. This allows them to have a better grasp on what is happening in your program and where you can use the most help.

More importantly, informed committee members are less likely to arbitrary decisions that

may harm, rather than help, the program. The worst thing for an agriculture teacher is to have an uninformed committee that is prone to make arbitrary decisions that are impossible to implement. To guard against arbitrary decision-making, a regular evaluation (probably annually) should be conducted that answers the following questions:

- **Does the curriculum adequately reflect the career needs of students?**
- **Are agricultural education courses sufficiently challenging and relevant to the best practices in the industry?**
- **Do all students have the opportunity to take agricultural education courses, provided the courses, provided the courses meet the students' educational and vocational goals?**
- **Does the agricultural education program administer a supervised experience program, and do all agricultural education students have valid supervised experiences?**
- **Do graduates have viable job opportunities upon completion of the agricultural education program?**
- **Are facilities and instructional equipment current with technology in the agricultural industry?**
- **Do adequate resources exist for carrying out the instructional program?**
- **Does the agricultural education program have a well-prepared and highly skilled and motivated agriculture teacher?**
- **Does the agricultural education program have an active FFA program, and do all students have the opportunity to join the FFA chapter?**
- **Is there an active FFA Alumni group affiliated with the agricultural education program?**

- **Rewards!**  
Remember to reward all your volunteers—whether Advisory Board members or Alumni. Acknowledge them publicly when possible at a banquet or other event.
- **Use Resource Persons!**  
Let your Advisory members help find great outside presenters & resources for class—they love it and you will too!
- **Keep Committee Members Productive**  
Giving task-oriented people definitive things to do allows them to use their organizational skills and follow-through. It also makes them feel valued!

## FFA Alumni



Never underestimate the power of a program that is supported by the community.

~ Billye Foster



The mission of the National FFA Alumni Association is to secure the promise of FFA and agricultural education by creating an environment where people and communities can develop their potential for premier leadership, personal growth and career success.

The FFA Alumni is an adult group within the National FFA Organization that supports agricultural education by raising funds, promoting community awareness, and providing resources need by programs. Membership is open to **anyone** with sincere interest in supporting the FFA.

Local FFA Alumni chap-

ters can accomplish many things in support of the local FFA chapter. For example:

- Fundraisers for the local chapter
- State & National alumni conventions
- Coaching & judging Career Development Events
- Substitute teaching

in the agricultural education program

- Celebrations, parades & holiday activities
- Serving as chaperones on overnight trips (if approved by local school district)
- Keeping FFA and the program in the public eye

## Initiating a Local Chapter

1. Identify one individual to lead the charge.
2. Identify a nucleus of interested people and establish a committee to form the Alumni.
3. Call an organizational meeting and have students advertise it to parents and the community.
4. Have the original committee bring one prospective member to the meeting.
5. Make personal contacts—have members and the advisor contact individuals and ask them to join.
6. Send letters to parents and others asking for them to join.
7. Announce meetings in the local newspaper and post flyers as well.
8. Keep a list of “wishes” for the Alumni to work with, identifying key things your chapter & program need.

## References for this issue

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