

# Advisory Board Checklist

## Pointers for Success with Your Advisory Committee

- Send a letter to each new member, signed by the highest school official, appointing them to the committee.
- Provide biographical information about the chairperson and other members of the committee to all new members
- Communicate your program's purpose and goals so committee members can provide on-target advice and guidance.
- Tell committee members exactly what is expected of them in the way of advice, assistance, cooperation and time. Provide a written position description.
- Familiarize committee members with education staff and the school environment.
- Continually provide committee members with information concerning educational developments at the local, state and national levels.
- Occasionally invite members to attend school functions, board of education meetings or state board meetings.
- Inform committee members of happenings in other schools and school systems.
- Demonstrate your own enthusiasm for and commitment to the committee's role in improving your program.
- Invite committee members to the school, and be willing to spend some time with them.
- Provide opportunities for members to meet with students several times during the school year.
- Select a representative from each graduating class to serve as an ex-officio member for one year to determine the effectiveness of committee action.
- Form subcommittees of three or four members to address specific issues and accomplish specific tasks.
- Schedule meetings at a convenient time, preferably at the school.
- Notify committee members of meetings **at least two weeks** in advance.
- Keep meetings within a reasonable time limit. Industry and business representatives are accustomed to crisp, business-like procedures.
- Before each meeting, provide members with an agenda containing a brief background statement of the problems to be discussed and possible solutions for each.
- Provide recognition in newspaper articles, presentations, your program's annual report and at the annual FFA chapter banquet.