

## ADVISORY COMMITTEE MEETING PLANNER

### At least six weeks prior to the meeting:

- Identify potential committee members.  
Choose five to nine persons who by position, background, experience or training can offer input for improving your program.

Ask your administration to approve your list of prospective members.

Make initial contact.

Secure a current mailing address.

### At least four week prior to meeting:

Prepare a letter for your administrator's signature. This letter should congratulate committee school superintendent.

### Three weeks prior to meeting:

A letter from the teacher about the first meeting and the agenda should be sent to each

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### Two weeks prior to meeting

- Compile folders
  - Agenda
  - State Director's Letter
  - Role of Advisory Committee
  - Pencil and Note pad

### Three days prior to meeting:

Call members individually as reminder.

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- committee.
- Elect a chairperson and a secretary.
- Take pictures for publicity.

**Three days after meeting:**

Publicize the meeting.

Send thank you letter and copy of minutes to members.

**Two weeks to one month after meeting:**

- Keep all members up to date on events and happenings regarding action taken on recommendations made by the committee members.

## **SUGGESTIONS FROM A POTENTIAL ADVISORY COMMITTEE MEMBER**

Dear Educator:

I am pleased to serve as a member of your advisory committee. I am delighted to accept your invitation--if you can assure me that I will be involved in an activity that is going to make some worthwhile and important contribution to the education of young people and adults.

Please note that if you tell me the committee will meet only two or three times a year, I will know we really are not going to do anything worthwhile!

If I occasionally drop in for a visit, give me a few minutes of your time. Your courtesy will be well repaid. I would not come if I were not interested. I will appreciate receiving a special invitation to attend a school function or a board of education meeting.

Hopefully, I will become identified with you and the school. I am asking you as the professional educator to provide me, the interested layman, with counsel and leadership for my committee responsibilities.

When you ask me to attend a committee meeting, I want to know beforehand what will be on the agenda. I will want a brief background statement of the problems we discuss. Give me at least two weeks' notice of the meeting date. Do not hesitate to remind me about it by letter or phone.

I am used to crisp, business-oriented procedures during meetings. I will want to know as soon as possible after the meeting what did and will happen as a result of our advice and services.

I would like to meet more than once a year with the students in the program my committee services. I want the students to know my committee exists. I want them to tell me to what extent we are succeeding.

As a matter of fact, I would like to have each graduating class elect one of its members to serve as an ex-officio member on our committee to tell us, in the first year after graduation, how relevant their training is in terms of real jobs.

I would like some expression of gratitude for my volunteer services and contributions. If I donate a piece of equipment, put my nameplate on it. Send me a framed certificate of appreciation for my services.

I know I am asking a great deal of you, but I am willing to give a great deal in return. And the more you get from the committee, the better your program will be. The same is true for us, of course. All the committee members, as well as the businesses we represent, will benefit with a continuing source of qualified workers available and get a good return from our tax dollar. It is up to you to decide whether you want me to serve on your committee. I look forward to hearing from you.

Respectfully,

A Potential Advisory Committee Member

## ADVISORY COMMITTEE MEMBER

September 21, \_\_\_\_\_

America First Company  
P.O. Box 617824

Dear Alex:

We are well underway in the \_\_\_\_ - \_\_\_\_ school year and the program is going well. Enrollment unlimited potential with some of these students for our industry.

We will be holding our first advisory committee meeting at 7 p.m. on Monday, October 28, \_\_\_\_\_, cheese, coffee, etc., will be available. A form is enclosed which lists an area of concern (barrier) to be discussed during this meeting. Please give this topic some attention so we can

Your cooperation and support of vocational education is commendable. Thank you for your dedication to furthering the marketing field through education. I'm looking forward to working

I will plan to see you Monday, October 28, at 7 p.m. Thanks again for your support.

Sincerely,

Marketing Education Teacher Coordinator  
Anywhere High School