

# Warren County Schools

Career and Technical Education

Advisory Committee



Handbook for Committee Members

January 2012

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## **Purpose of the CTE Advisory Committee**

The purpose of a local advisory committee is to help schools and school districts improve the quality of instruction in their career and technical education programs that prepare students with workplace skills. An advisory committee is essential to local CTE administrators as they establish and operate an up-to-date CTE program. Seeking the advice of community business and industry leaders who have firsthand information concerning current business trends, technological demands, and realistic job requirements creates effective communication lines between education and the world of work. This communication system enables CTE students to receive instruction based on input from people who have practical, everyday occupational knowledge of the skills needed in the workplace.

CTE programs based on current, real occupational skills facilitate the transition of students from school to work. For this reason, the advisory committee should focus consistently on innovative, quality instruction using best practices. Additionally, the advisory committee can assist in making the best use of resources by being responsive to social, economic, and cultural changes.

Committee involvement and presence in local activities will encourage high performance by students, faculty, and staff in an atmosphere of mutual respect and enthusiasm. Strong advisory committees help promote a positive image of the school division to the general public as well as among the division's staff and students.

## **Role of the CTE Advisory Committee**

**Local general advisory committees serve three main roles: to advise, assist, and provide support and advocacy to career and technical education.**

The advisory committee advises educators on the many facets of CTE programs. It assesses specific areas of CTE and formulates suggestions and recommendations designed to create or improve the instructional programs.

The committee establishes a two-way system of communication, informing the school of the needs of business and industry and informing business and industry of the services the school can provide.

Examples of recommendations include suggestions for new, innovative CTE programs that meet current needs of local business and industry, modification of curriculum content, purchase of new instructional materials or high-tech equipment, and adoption of a new safety policy.

In its assisting role, the committee members contribute to carrying out specific activities. Examples include judging competitive skill events, establishing a scholarship program for teachers and/or students, and obtaining media coverage for special events. An advisory committee also helps in whatever ways possible to make CTE programs operate efficiently and effectively to meet the needs of both business/industry and students.

In its support/advocacy role, the committee promotes CTE programs throughout the community. Advocacy efforts include influencing local and state legislators on behalf of CTE,

showing support for CTE programs at local school board meetings, and raising awareness of CTE programs and students in these programs among community businesses and industries.

Research shows that successful CTE programs have a strong general advisory committee that actively advises the local school division. The advisory committee has no administrative authority and is not created to usurp the authority of local boards of education and administrative staff; it serves strictly in an advisory capacity.

## **Functions of the CTE Advisory Committee**

The functions of a Warren County CTE Advisory Committee include, but are not limited to, the following system wide activities:

Advise on current and projected workforce needs that are most relevant to the local economy.

Review the local school district's annual CTE plan.

Suggest course content and program development.

Build support from the business community for the school system and CTE specific programs.

Make recommendations on equipment, instructional materials, and specifications for training areas.

Promote public relations and publicity for CTE programs.

Make suggestions on work-based projects to enhance occupational objectives.

Review CTE program budget items, such as instructional materials and equipment.

Support student organization activities at the local, regional, state, and national levels.

Serve as liaison with businesses that can provide craft committee volunteers when applicable.

Provide support for the school with the school board, state legislature, and other policy-making bodies.

Facilitate equipment donations or loans.

Identify business people who can serve as mentors or role models for students.

## **Composition of the CTE Advisory Committee**

The Warren County CTE Advisory Committee will be comprised of eleven or more people who by position, background experience, or training can contribute to the improvement of CTE programs.

Members will include:

Supervisory and non-supervisory workers currently employed in a business/industry directly related to programs offered at the district level.

Representative's professional and /or civic organizations relevant to Warren County

Representatives of special populations

Representatives of postsecondary programs

Career and technical education teachers

Former students with at least three years of on-the-job experience related to the specific Program

Parents of current or former students enrolled in CTE programs

Current students such as presidents of a student organizations and/or CEO of Virtual Enterprise program.

## **Selection of CTE Advisory Committee Members**

The instructor(s) in each program area, current committee members, and local administrators should make recommendations for membership to the advisory committee.

The advisory committee chair or Director of Career and Technical Education should submit nominees to the Director of Career and Technical Education.

## **Length of Membership of the CTE Committee Members**

The term of committee members should be three years with staggered termination dates to allow for continuity. Provisions to ensure that there will always be experienced members serving on the committee are critical.

Members may be recommended for reappointment after completing their membership term.

## **Responsibilities of CTE Advisory Committee**

### **Members**

Each advisory committee member is expected to:

Attend meetings regularly, participate in the committee discussions, and serve on subcommittees when asked

Review and advise the local school district on current labor market needs, employment projections, and program offerings

Keep the local Director of Career and Technical Education and instructor(s) informed of new industry developments

Assist with student leadership activities in cooperation with student organizations

Advise on the relevance of CTE program offerings as related to current workforce needs

Advise on the development, operation, and evaluation of the CTE program

Assist the school division in planning activities to promote CTE programs

Assist with developing the local Career and Technical Education plan.

### **CTE Advisory Committee Officers**

An advisory committee should elect officers as established in its bylaws or standing rules. Committee bylaws or standing rules should also define terms of office and the duties of each officer.

**Chair:** The chair is by majority vote of the committee members. The chair should be sensitive to the views of the members, be able to listen critically, be reasonable, exercise good judgment and fairness, and be able to work closely with everyone involved. The committee should elect a chair at its first meeting to serve during the current school year. The responsibilities of the chair include planning and setting the meeting agenda and presiding over all meetings.

**Vice-Chair:** The vice-chair is elected by majority vote of the committee members, works closely with the chair on all tasks and presides in the absence of the chair.

**Secretary:** The secretary is responsible for taking the minutes of each formal meeting and submitting them to committee members and the instructor(s). This person, selected by the committee members, may be a committee member, an ex officio member of the committee, or a school division staff person.

## **Bylaws and Meetings**

Committee members are serving voluntarily, and they must feel their time is spent wisely. Bylaws (see Appendix B) are one way to ensure that each meeting is conducted in an effective and orderly manner.

The bylaws will define how the committee organizes itself, selects its officers, establishes subcommittees, selects place and time for meetings, formulates programs, and prepares meeting agendas.

All advisory committees will meet a minimum of once a year in formal, minute-recorded sessions. Other meetings may be scheduled at the discretion of the chair of the committee.

## **Appendix A**

### ***Sample Notification Letter of Appointment***

Dear :

On behalf of the Warren County School District, I am pleased to inform you of your appointment to the Warren County School's Career and Technical Education (CTE) Advisory Committee. Thank you for your willingness to serve on this committee.

The ultimate objective of this committee is to serve in an advisory role to ensure the most up-to-date CTE programs possible in our school district. Your active participation and interest will be helpful in the accomplishment of this objective.

In the next few weeks, I will notify you about the time, date, and place for the next advisory committee meeting. At this meeting, we will clarify the roles and functions of the committee and its members. You will have the opportunity to meet other members of the committee, school board officials, and the school administrative staff. I will send you a meeting agenda as soon as it has been finalized.

Again, thank you for your interest in our CTE program offerings. Please contact me at the Warren County School Board Office by phone at 252-257-3184 or by email at [econner@warrenk12nc.org](mailto:econner@warrenk12nc.org). if you have any questions. I look forward to working with you and your fellow advisory committee members.

Sincerely,

*Ernie Conner*

*Director of Career and Technical Education*

## **Appendix B**

### ***Bylaws of the Warren County School's Career and Technical Education Advisory Committee***

#### **Name:**

Warren County School's Career and Technical Advisory Committee

#### **Area Served:**

Warren County, North Carolina

#### **Membership:**

<b>Number of Members</b>	<u>Minimum of 11</u>
<b>Term of Membership</b>	<u>3 years (may serve consecutive terms)</u>
<b>Appointment of Members</b>	<u>Annually by Warren County Schools</u>
<b>Ex-Officio Members</b>	<u>Director of Career and Technical Education</u>

#### ***Purpose and Responsibilities :***

Outlined in the Warren County School's CTE Advisory Committee Handbook , (January 2012)

#### ***Organization:***

##### **Officers**

Outlined in the Warren County School's CTE Advisory Committee Handbook , (January 2012)

##### **Term of Officers**

Three years. Vacancies may be filled for the length of time remaining on an unexpired term. A person may also be appointed to a full term after serving an unexpired term.

##### **Minutes**

Minutes will be recorded by the Secretary and sent to each committee member within 14 days of meeting. Minutes of the previous meeting will be approved at the following committee meeting.

#### **Policies and Procedures:**

Each committee member will be notified in writing at least 10 business days the date, time and location of any meeting.

Any committee member who is absent three consecutive meetings without a reasonable explanation will be replaced.

### ***Meetings:***

#### **Regular Meetings**

Outlined in the Warren County School's CTE Advisory Committee Handbook , (January 2012)

#### **Special Meetings**

Special meetings can be called at the discretion of the chairman. Each committee member will be contacted as early as possible prior to the meeting based on the time sensitive nature of the meeting.

#### **Quorum**

A minimum of six members, excluding the ex-officio member(s) must be present to take formal action (vote) on any matters.

#### **Agenda**

The agenda will be developed by the Director of Career and Technical Education and the Advisory Committee Chairman. It will be sent to the committee members prior to the meeting if possible.

### ***Subcommittees:***

The Advisory Committee Chairman may appoint subcommittees when needed. Specific tasks and length of service will be outlined when the committee is formed.

## **Appendix C**

### ***Agenda Format of the Warren County School's Career and Technical Education Advisory Committee***

## **Agenda**

(Date)

- |                           |   |
|---------------------------|---|
| 1. Call to Order          | Welcome and opening remarks by school personnel                                 |
| 2. Secretary's Minutes    | Minutes of last meeting; approved/corrected by vote                             |
| 3. Introductions          | Introduction and biographical information about committee members and/or guests |
| 4. Old Business           | Brief summary of old business items   |
| 5. Special Reports        | Recognition of individual(s) presenting report(s)                               |
| 6. New Business           | Review, discussion, and vote on each item                                       |
| 7. Plans for Next Meeting | Discussion on date and time for future meetings, subcommittees, etc.            |
| 8. Other Items            | Announcements, etc.   |

## **References**

Portions of this booklet are based on information adapted from the following sources:

*Advisory Committee Handbook for Career and Technical Education Local Administrators "From Competence to Excellence" Virginia Department of Education, Office of Career and Technical Education, Commonwealth of Virginia January 2007.*