



Developing Future Leaders Advisory Board

CW DEVELOPING FUTURE LEADERS ADVISORY BOARD BY-LAWS

ARTICLE I-NAME

The name of this board shall be the **Central Wake Developing Future Leaders Advisory Board**.

ARTICLE II-PURPOSE

The CW Developing Future Leaders Advisory Board functions in an advisory capacity to the Central Wake High School programs. The CW Developing Future Leaders Advisory Board is an integral part of CWHS and works to bring the classroom to life through work-based learning experiences that will prepare our students for high school, college, and a professional career in STEAM (Science, Technology, Engineering, Arts, and Mathematics) fields.

ARTICLE III-OBJECTIVES

The primary objectives of the CW Developing Future Leaders Advisory Board are to:

1. Collaborate with CWHS staff to prepare our students for high school, college, and a professional career in STEAM fields.
2. Review all school data and provide input on a school action and development plan
3. Provide CWHS staff with curriculum support and professional development as needed.
4. Develop and implement a work-based learning plan for learning experiences, job shadowing, internships, and other activities related to career awareness, career exploration, and career preparation
5. Enlist the expertise of individuals from industries in the Guilford County Area to assist with the development of the school and provide work-based learning opportunities for our students
6. Provide input on college readiness skills and transition plans for CWHS students
7. Identify programs and services in the community to engage students and support their learning journeys at CWHS
8. Assist in evaluating the relevance and effectiveness of the curriculum in meeting industry needs
9. Serve as advocates for CWHS students, staff, and programs.
10. Provide and solicit financial support from the community to ensure sustainability

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ARTICLE IV-MEMBERSHIP

Section 1-Membership

1. The CW Developing Future Leaders Advisory Board shall consist of at least 7 members and include representation from the engineering industry, information technology industry, business professionals, higher education, parents, students, COLLEGE AND CAREER READINESS/STEAM experts, and school/district administration. Members shall receive no compensation for their services as CW Developing Future Leaders Advisory Board members.

Section 2-Membership Requirements

1. Candidates must be nominated by a member in good standing of the CW Developing Future Leaders Advisory Board and approved by a majority vote of its members.
2. The selection of members shall be made without respect to race, color, creed, national origin, age, handicap, sexual orientation, or gender.
3. New members should participate in an orientation process to better understand CWHS and the Advisory Board members' roles and responsibilities.
4. Candidates must commit to and/or assist with the raising of funds for the Central Wake High School programs.
5. Candidates must commit to assisting in securing student internships and job shadowing opportunities for CWHS students.

Section 3-Membership Term

1. CW Developing Future Leaders Advisory Board Membership will be for a term of three (3) academic years (beginning on or about September 1 and ending on or about August 31) which may be renewed by a majority vote of the members of the CW Developing Future Leaders Advisory Board.
2. Any member may resign from the CW Developing Future Leaders Advisory Board by giving written notice to the Chairperson. The resignation will be effective immediately upon receipt of such notice.
3. Any member of the CW Developing Future Leaders Advisory Board who shall fails to attend 50% of regularly scheduled meetings of the CW Developing Future Leaders Advisory Board in any academic year shall be asked to resign. A member will be deemed to have attended a meeting if a duly qualified substitute attends on behalf of the member.
4. Any CW Developing Future Leaders Advisory Board member may be asked to resign from the CW Developing Future Leaders Advisory Board at any time, for any reason, by a majority vote of the members of the CW Developing Future Leaders Advisory Board.

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ARTICLE V-OPERATIONS

Section 1-Meetings

The CW Developing Future Leaders Advisory Board shall meet at least monthly (except during summer months). The CW Developing Future Leaders Advisory Board Chair will collaborate with the Principal, and/or principal designee(s) to coordinate meetings and develop the agenda.

Section 2-Strategic Planning

Goals, committees, and advisory board leadership will be established at the first meeting of the academic year.

Section 3-Committees

The CW Developing Future Leaders Advisory Board shall operate defined committees that advise the program of study and may meet more frequently than the full CW Developing Future Leaders Advisory Board. Committee goals will be determined by the outcomes of the first strategic planning meeting. Advisory Board Committees could include but are not limited to:

1. Work-based learning
2. Corporate partner recruitment
3. Advocacy/marketing/public relations
4. Fundraising
5. Curriculum/teacher and professional development
6. University partners and resources
7. Legal Advisory Committee

Section 4-Task Force

The CW Developing Future Leaders Advisory Board shall employ the support of task forces as necessary to accomplish short-term projects or goals. The task force shall operate on the timeline established at its inception for a purpose identified at its inception. The Task Force may consist of advisory board members and non-advisory board members however the task force shall be led by an advisory board member.

Section 4-Quorum

A simple majority of the CW Developing Future Leaders Advisory Board members shall constitute a quorum for conducting business.

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Section 5-Voting

Each active member of the CW Developing Future Leaders Advisory Board shall be entitled to vote on any issue presented to the Board. A duly qualified alternate in attendance at the meeting may vote on behalf of a member, but no proxy votes are allowed.

Section 6 – Minutes

The Board secretary will record and distribute minutes to all CW Developing Future Leaders Advisory Board members. Minutes will be distributed to all members at least one week before the next CW Developing Future Leaders Advisory Board meeting.

ARTICLE VI – OFFICERS

Section 1-Chairperson

The CW Developing Future Leaders Advisory Board shall consist of a Chair or Co-Chairs. The Chair(s) shall be elected by the members of the CW Developing Future Leaders Advisory Board for a term of no more than **three** years.

Section 2-Secretary

A Secretary shall be elected by the members of the CW Developing Future Leaders Advisory Board for a term of no more than **three** years.

Section 3-Treasurer

A Treasurer shall be elected by the members of the CW Developing Future Leaders Advisory Board for a term of no more than **three** years.

All officers shall participate on at least one CW Developing Future Leaders Advisory Board committee.

ARTICLE VII-ROLES AND RESPONSIBILITIES

The **CW Developing Future Leaders Advisory Board** functions in an advisory capacity to the Central Wake High School. The Advisory Board is an integral part of the learning experience for all CWHS students, bridging the classroom with the world of college and careers.

The overall role of the advisory board is to:

1. Collaborate with the school to prepare students for success in college and careers
2. Review College and Career Readiness data, and provide input on the College and Career Readiness/STEAM program action plan

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3. Provide teachers with curriculum support and professional development
4. Assist students with classroom projects
5. Provide students with a sequence of work-based learning experiences, including paid internships, based on the College and Career Readiness/STEAM work-based learning plan.
6. Serve as advocates for the College and Career Readiness /STEAM programs at Central Wake High School
7. Provide and solicit financial support and in-kind donations from the community to ensure program sustainability.

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Developing Future Leaders Advisory Board

The College and Career Readiness/STEAM Director is the advisory board's representative and liaison with the school for College and Career Readiness/STEAM Programs. The College and Career Readiness/STEAM Director:

- Attends advisory board meetings
- Compile a list of College and Career Readiness/STEAM needs from staff and students prior to the annual advisory board strategic planning meeting
- Support advisory board orientation, providing an overview of College and Career Readiness/STEAM programs
- Share the College and Career Readiness /STEAM update report at each advisory board meeting
- Share any communication, publicity, reports, and updates with advisory board members
- Oversee the implementation of the work-based learning program
- Meet with the Advisory Board Chair before advisory board meetings to develop meeting agendas
- Collaborate with advisory board committees to ensure College and Career Readiness/STEAM perspective is represented in advisory board work
- Recognize the contributions of advisory board members
- Participate in the Regional Advisory Board (if any exists) to help maintain consistency for all academies.

The Advisory Board Chairperson (Chair and/or Co-Chair) is the primary link between the business community, the advisory board members, and the College and Career Readiness /STEAM Director. The Advisory Board Chair:

- Prepares for all advisory board meetings in collaboration with the College and Career Readiness/STEAM Director
- Attend and facilitate all advisory board meetings
- Drive the advisory board toward annual goals established at the strategic planning meeting
- Ensure that members are pursuing the purpose of the advisory board
- Set the tone of advisory board meetings and interactions
- Work to ensure the continuous development and sustainability of the Advisory Board.

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The Advisory Board Secretary performs important administrative functions on behalf of the entire advisory board. The Advisory Board Secretary:

- Records and distributes the minutes of all advisory board meetings
- Keeps a current list of advisory board members' names and contact information
- May supervise the Advisory Board Intern(s)

The Advisory Board Treasurer performs important fiscal functions on behalf of the entire advisory board. The Advisory Board Treasurer:

- Records and reports to the advisory board on any fundraising efforts or other financial activity at each advisory board meeting

ARTICLE VIII – AMENDMENTS

These by-laws may be altered, amended, or repealed. New by-laws may be adopted by a majority vote of the CW Developing Future Leaders Advisory Board at any regular meeting or special meeting.

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