

Industry Executive Council Roles and Responsibilities

NKC District Staff	Building Leadership Representative	Chair	Industry Executive Council Members	Atmosphere
Ensure fidelity of model. Assist with strategic planning & advisory board development. Monthly report on agenda. Assist with recruiting new members. Collect Sign-in Sheets Time limited Purposeful Available to help build agenda, if needed.	Monthly attendance Serve as liaison to staff Monthly Report (i.e., needs of school and opportunities available for advisory board engagement). Handle feedback with all staff as related to PAB activities and/or recommendations. Support Chair (assist) with agenda building. Handle mailings/communications with board members. Ensure all board members receive copy of school calendar of events (i.e., NKCS D pathway events; pathway lessons/projects; mock interview, etc.) Could be a voting member (optional).	Set goals annually and assess progress Serve as primary agenda developer (i.e., with standard monthly timed reports) Keep agenda on target Determine meeting dates and time. Report to Industry Executive Council (IEC) and feedback to PAB attend bi-monthly meetings. Ensure all board members have opportunity to share out (i.e., roundtable). Communicate clear roles and expectations. Develop positive atmosphere (i.e., engage members in discussions based on principal report out and other student engagement opportunities).	Commit to model/standards Engage in district/academy Work Based Learning Continuum and Graduate Outcomes Report an absence prior to meeting by contacting alternate and ensure he/she can be present Take part in a sub-committee, Curriculum, Marketing, and Internship Elected Secretary Take minutes Communicates with Principal the need for any assistance in distributing documents to all members. Minutes and reminder need to be distributed at least one week in advance.	Positively Engaged Roundtable Allow each member to share (i.e., roundtable). Appreciate and recognize board members involvement (i.e., including name and company in school marketing materials; distribute end-of-year certificate/award). Share pathway/board activities with others in the community. Provide opportunities for members to interact with teachers and/or students in classroom related activities. Add board contact information to school news networks and invitation lists for school events/classroom projects. Establish norms of appropriate and respectful behavior in and out of meeting.

The role and purpose of the Industry Executive Council (IEC) is keeping the district focused on the transformation of schools, monitor progress, celebrate success, advocate, provide community accountability, and ultimately support the needs of the district and pathways.

