Industry Executive Council Roles and Responsibilities

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

