

Advisory Board Meeting Roles and Responsibilities

Student	Teacher	College and Career Facilitator	NKC District Staff	Principal	Chair	Advisory Board Members	Atmosphere
<p>Student leader in attendance (if available) with primary purpose to make a student report/voice of peers.</p> <p>Student selected by lead teacher/facilitator</p> <p>Engage in discussions and activities as needed.</p> <p>At least one student per high school.</p>	<p>One rotating lead teacher in attendance with primary purpose to make a report.</p> <p>Time limited.</p> <p>Monthly Report on agenda</p> <p>Teacher named by principal</p> <p>Pre-screened agenda item by principal</p>	<p>Supports their Pathway Advisory Board by being in attendance and available to support planning and experiences</p> <p>Serves as the liaison for the lead teacher, teachers, principals, and counselors (as needed).</p> <p>Celebrate the success/provide data from Pathway/WBL experiences.</p> <p>Available to help build agenda, if needed.</p>	<p>Ensure fidelity of model.</p> <p>Assist with strategic planning & advisory board development.</p> <p>Monthly report on agenda.</p> <p>Assist with recruiting new members.</p> <p>Collect Sign-in Sheets</p> <p>Time limited Purposeful</p> <p>Available to help build agenda, if needed.</p>	<p>Monthly attendance</p> <p>Serve as liaison to staff</p> <p>Monthly Report (i.e., needs of school and opportunities available for advisory board engagement).</p> <p>Handle feedback with all staff as related to PAB activities and/or recommendations.</p> <p>Support Chair (assist) with agenda building.</p> <p>Handle mailings/communications with board members.</p> <p>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).</p>	<p>Be a representative from Business/industry</p> <p>Set goals annually and assess progress</p> <p>Serve as primary agenda developer (i.e., with standard monthly timed reports)</p> <p>Keep agenda on target</p> <p>Select Co-Chair</p> <p>Determine meeting dates and time.</p> <p>**Report to Industry Executive Council (IEC) and feedback to PAB attend bi-monthly meetings.</p> <p>Ensure all board members have opportunity to share out (i.e., roundtable).</p> <p>Communicate clear roles and expectations. Develop positive atmosphere (i.e., engage members in discussions based on principal report out and other student engagement opportunities).</p>	<p>Commit to model/standards</p> <p>Engage in district/academy Work Based Learning Continuum and Graduate Outcomes</p> <p>Report an absence prior to meeting by contacting alternate and ensure he/she can be present</p> <p>Take part in a sub-committee, Curriculum, Marketing, and Internship</p> <p>Elected Secretary Take minutes</p> <p>Communicates with Principal the need for any assistance in distributing documents to all members.</p> <p>Minutes and reminder need to be distributed at least one week in advance.</p>	<p>Positively Engaged Roundtable</p> <p>Allow each member to share (i.e., roundtable).</p> <p>Appreciate and recognize board members involvement (i.e., including name and company in school marketing materials; distribute end-of-year certificate/award).</p> <p>Share pathway/board activities with others in the community.</p> <p>Provide opportunities for members to interact with teachers and/or students in classroom related activities.</p> <p>Add board contact information to school news networks and invitation lists for school events/classroom projects.</p> <p>Establish norms of appropriate and respectful behavior in and out of meeting.</p>