

Chairperson Role and Responsibilities

The chairperson plays a critical role in maximizing the effectiveness of the committee and, if not in place from a prior year, should be elected at the first meeting of the year. He/she is a business/industry representative on the committee, not an educational representative. The chairperson sets the tone for the committee, develops the agenda, and helps reach a consensus on each issue. Characteristics of a successful chairperson include:

- ***Keeping the committee's purpose in mind***

The committee's role is to advise, assist and become an active supporter and advocate of career and technical education. The committee works cooperatively with instructors and school administration in planning and carrying out committee work.

- ***Being organized***

Well organized committee meetings add to the committee's effectiveness. The chairperson should meet with the CTE director or teacher leader at least two weeks before a committee meeting to plan an agenda, which should include minutes of the most recent committee meeting. The committee should know well in advance dates, times, and locations of meetings. A good practice is to set a tentative date for the next committee meeting before adjourning. Responsibilities of the chairperson include:

- Developing meeting agendas with the teacher leader
- Working with the committee to plan an annual program of work
- Presiding over meetings and helping members gain consensus on issues
- Ensuring agenda and schedules are followed
- Reviewing minutes with teacher leader for accuracy
- Representing the advisory committee at various functions (e.g., career and technical education student organization functions, board meetings)

- ***Taking charge***

Advisory committee members must feel that their time and expertise are being utilized. Members need action to gain a sense of self-fulfillment. The chairperson creates an environment that will result in effective meetings by:

- Beginning and ending at the appointed times
- Determining and following agreed upon meeting processes (parliamentary procedure is recommended), established rules and procedures
- Allowing sufficient time to transact business
- Allowing for full and open discussion of issues, including controversial ones
- Allowing sufficient time for new members to learn and use group processes and skills

- ***Expecting results***

An effective committee is one that knows in advance that something positive will occur as a result of their work. The committee must decide what it is that they want to accomplish and then develop a plan to accomplish it. The chairperson facilitates development of an annual program of work that will lead to anticipated outcomes.