

## ***Instructor Role and Responsibilities***

The role of the instructor in developing and working with career and technical advisory committees is critical to the effectiveness, value, and success of the committee. In order for committee members to gain a sense of satisfaction from serving on an advisory committee, the instructor must demonstrate commitment to the value of advisory committees. Successful instructors:

### ***Attend meetings regularly***

Maintain ongoing and regular attendance to committee meetings and activities. This reliability is crucial.

### ***Participate fully***

RSVP to program meetings and functions and retain electronic and/or paper copies of meeting minutes. Play an active role in and support the committee's program of work, including regularly providing information and/or documentation as requested.

### ***Nominate members for their expertise***

Members of effective advisory committees are appointed primarily, but not solely, for their occupational expertise. The value of any recommendation of the committee is only as good as the respect the community and administration has for members of the committee.

### ***Provide information and follow through***

It is important for members to provide accurate and concise information so sound conclusions and recommendations can be made. Members need necessary data to make informed decisions and recommendations and will appreciate not being overburdened with a flow of unnecessary or unrelated information. Instructors should follow through with any reasonable request from or promise to the committee. If you cannot comply with a request, give the committee the reasons why it is not possible to carry out their request.

### ***Provide guidance and support***

Members should be oriented to their responsibilities and tasks because the committee's success depends on how well the members understand their roles. Likewise, newly elected chairpersons need direction and guidance to grow into a leadership role.

### ***Communicate Advisory Committee Activities***

Communicate activities to peers, counselors, administrators, parents and other district constituents. Be an advocate for your business partnerships.

### ***Present programs for approval/re-approval***

Bring courses to the committee for new course approval or for current course re-approval. This may be conducted by single or multiple district representatives but must include:

- Outline of the course with reference to the appropriate state CIP code
- Skills Gap Summary (data showing demand for jobs in this industry; local emphasis)
- Course sequence or progression of courses
- Leadership Equivalency matrix or CTSO Program of Work
- List of post-secondary articulations and/or industry certifications in place

Reapprovals may be presented for approval collaboratively by multiple consortium representation.

### ***Expect results***

Let the committee members know that they are important, that they can provide valuable service to the program, and that results are expected. It may be desirable to discuss this expectation, as well as an accurate assessment of their time, when first discussing possible membership with an individual. This type of attitude and expectation will enhance member attendance at meetings and activities.

Instructors are the core and foundation of the consortium Career and Technical Education programs. It is important to contact, grow and maintain relationships with pertinent business and industry representatives.