

Teacher Leader Role and Responsibilities

The success of the advisory committee depends a great deal on the skills and attitude of the teacher leader. Teacher leaders must devote enough time and attention to keep the committee actively involved in the career and technical program. This person plays a dual role, switching from leader to facilitator, depending on the needs of the committee. Important responsibilities of the teacher leader begin before the meeting, take place during the meeting, and continue after the meeting:

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 all the information necessary to make informed decisions and recommendations. They will appreciate not being overburdened with a flow of unnecessary or unrelated information.

The teacher leader 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.

As committee leaders, encourage fellow teachers to contribute information about student activities, events and successes to the pertinent advisory media or promotional outlet.

Prior to the meeting

- Work regularly with program committee chair to set up meeting dates and locations
- Communicate meeting dates and locations to the Advisory Support Assistant for posting to the CTE web calendar
- Coordinate meeting arrangements
- Develop meeting agendas with the chairperson
- Send committee members, appropriate school officials and pertinent general advisory members the meeting agenda, minutes of last meeting, and resource materials/information as needed
- Contact committee members to confirm attendance

During the meeting

- Act as chairperson if chair is absent
- Act as secretary (coordinate all mailings, compile a directory, take minutes, compile committee recommendations for administration, etc.)
- Review goals and objectives of meeting
- Assist in maintaining meeting structure (e.g. starting meeting on time, keeping it moving, making sure to stay on task, encouraging participation)
- Ensure that all present sign the attendance sheet
- See that basics of parliamentary procedure are followed:
 - a. Robert's Rules of Order
 - b. One thing at a time
 - c. Courtesy to everyone
 - d. The rule of the majority; the rights of the minority
- Help the committee reach consensus and closure
- See that members understand assignments and follow through on their decisions

Following the meeting

Teacher leaders may wish to utilize a timeline and should use the committee meeting minute template (available on the Spokane Valley Advisory Website) for completing their responsibilities. Following the meeting, teacher leaders are responsible for:

- Preparing and e-mailing meeting minutes. Include handouts/information distributed during the meeting to members who could not attend
- Following up on requests for information
- Informing members of results of recommendations
- Submitting final (signed) minutes and attendance sheets to the Advisory Support Assistant or other designated recipient

Within 3 days of the meeting, summary minutes shall be disseminated to all committee members and copied to district CTE directors/GAC members.

Creating References

Teacher leaders will create a reference tool for committee members. It may be a notebook for members use but, at a minimum, a directory/roster. In addition to the minutes, the directory should include the names, titles, affiliations, physical business addresses, e-mail addresses and telephone numbers of the following persons:

- Advisory committee members
- Administrative staff (e.g., district superintendent/college president, career and technical education directors, guidance counselors, etc. *as pertinent*)
- Members of the governing board (GAC) as pertinent

Current copies of the directory shall be provided to each career and technical education director and/or made available to be posted to the website.

Teacher Leader Activity Checksheet

The Teacher Leader plays an important role in facilitating the success of the program advisory committee. Based on the identified Roles and Responsibilities, each committee support administrator must complete the following activity checksheet indicating the actions/accomplishments of the teacher leader who works with this program committee.

Name: _____ Program Committee: _____

Time frame from _____ to _____ Committee Support Administrator: _____

Meeting dates: _____

1. **Establish meeting calendar**
2. **Coordinate meeting arrangements and assist with meeting facilitation** (timing, participation, parliamentary procedure, summarization).
3. **Plan meeting/activity agendas collaboratively with Chairperson.**
4. **Create and maintain committee roster/directory.**
5. **Disseminate committee roster/directory** to committee members and consortium directors/administrators.
6. **Communicate pending meeting information** to committee members and other pertinent individuals.
7. **Take and email meeting minutes and related information** to committee members and consortium directors/administrators within 3 days of meeting

YES	NO	N/A	COMMENT

CHECKSHEET TO BE USED AS A TOOL – ADD/MODIFY TASKS AS DESIRED