

## What is an Advisory Committee?

**A**dvisory committees promote greater cooperation between career and technical education and business/industry. Committees consist primarily of private-sector members who volunteer their time, talent and knowledge to support and strengthen career and technical education programs.

Advisory committees have three major roles:

- ◆ To advise
- ◆ To assist
- ◆ To support and advocate for career and technical education

An important service committee members provide is to assist faculty in identifying job specific skills so instruction will better reflect business/industry needs and further strengthen career and technical education.



# Nebraska Career and Technical Education

Career and Technical Education

301 Centennial Mall South  
PO Box 94987  
Lincoln, NE 68509-4987

Phone: 402/471-4809  
Fax: 402/471-4565

## Advisory Committee

## MEMBER'S GUIDE

## Thank You

Thank you for volunteering your time and energy to assist Career and Technical Education (CTE) and to serve on a local advisory committee.

One of the most common characteristics of quality CTE programs is their close tie to business and industry as well as to the community.

This guide attempts to answer frequently asked questions pertaining to advisory committees.

## The Importance

Schools and businesses that work together not only reinforce the importance of business-education partnerships, but also the need for everyone to work toward a common goal: building a better community.

—Techniques  
(Association for Career and Technical Education)

## How does this Benefit my Business?

As the work place increasingly becomes more technological, complex and competitive, well trained workers have become difficult to find.

Advisory committee membership provides:

- ◆ Direct access to skilled potential employees
- ◆ Opportunities to influence training of the current and future workforce
- ◆ A setting to develop networking relationships with professionals in your respective field

## What are my Responsibilities?

Committee members work to strengthen and modernize the CTE program. It's important that members:

- ◆ Attend/participate in meetings
- ◆ Suggest/develop agenda items
- ◆ Help determine priorities and ways to achieve them
- ◆ Accept/carry out assignments

## What are the Functions of an Advisory Committee?

Committees develop a program of work based on the needs of the program and the requirements of the business community.

Committees *may* assist in the following areas:

- ◆ Community Relations
- ◆ Curriculum
- ◆ Community Resources
- ◆ Recruitment
- ◆ Career and Technical Student Organizations
- ◆ Job Placement
- ◆ Staff Development
- ◆ Program Review

On average, advisory committees meet twice a year.

Advisory Committees are effective when all those involved (instructors, administrators and committee members) work cooperatively to enhance and improve the program.