

Productive Advisory Committee Do's

Do:

1. Send an appointment letter to each member signed by the Superintendent/CEO.
2. Send a welcome letter to each member with the meeting agenda at least two weeks in advance of the meeting.
3. Explain or provide information explaining the purpose, operation and organization of advisory committees.
4. Hold meetings on an organized time schedule and adhere to the schedule.
5. Notify members promptly regarding actions taken because of their recommendation.
6. Solicit the advice and recommendations of members regarding the effectiveness of the program and the effectiveness of the advisory committee meetings.
7. Establish an informal atmosphere at meetings and encourage the exchange of ideas.
8. Mail or electronically send each member a copy of the advisory committee minutes as soon as possible after each meeting.
9. Encourage members to visit the program as often as they can.
10. Avoid having members do unnecessary work details that can be accomplished by school staff.
11. Have a school representative attend all meetings.
12. Complete the meeting minutes as soon as possible while they are fresh in your mind.
13. Save and file copies of all committee minutes and correspondence for future use.