

## Overview

**Advisory boards provide an essential bridge between the classroom and the workplace.** By working with academy leaders and acting as NAF ambassadors in their networks, advisory board members leverage their expertise to ensure that academy students have a robust and enriching learning experience. Their dedication to maximizing work-based learning activities and industry-relevant curriculum is essential to preparing young people for college, career, and future success. In addition, advisory board members provide strategic planning and direction, curriculum review, and professional support for NAF academies and teachers.

### Advisory boards' primary goal is to prepare students for success in college and careers by:

- Leveraging connections to raise awareness of the academy[-ies] and build community support.
- Securing and coordinating a sequence of work-based learning experiences, including paid internships, based on the academy's work-based learning calendar.
- Participating in a variety of in-person and virtual classroom activities and student projects.
- Finding, funding, or furnishing paid internship opportunities.
- Collaborating with academy leaders to enhance curriculum and professional development.
- Providing strategic leadership and soliciting financial support from the community to ensure academy sustainability.

## MEMBERSHIP



NAF RECOMMENDS **80%** OF ADVISORY BOARD MEMBERS BE FROM THE BUSINESS COMMUNITY OR OUTSIDE THE SCHOOL AND OR DISTRICT.

At least 10 members including representatives from sectors such as:

- Business
- Post-secondary education
- Non-profits
- Trade associations
- Workforce and economic
- Development organizations
- Parents
- Students
- Alumni
- Academy leadership
- School or District administration

## OPERATIONS/MANAGEMENT

- Maintain current strategic plans, updated by-laws, financial policies, and a succession plan.
- Meet monthly and operate defined committees based on academy need.
- Maintain notes and records pertaining to advisory board actions and activities.
- Review academy data, participate in the academy assessment, and provide input on the academy action plan.
- Support NAF data collection and continuous improvement efforts including work-based learning activities and internships.

# ADVISORY BOARD



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### LEADERSHIP ROLES

#### Chairperson (Chair or Co-Chair)

The Chairperson is the primary link between the business community, the advisory board members, and the academy, and provides leadership for the advisory board.

##### The **Advisory Board Chair:**

- Develops agenda and priorities for all advisory board meetings in collaboration with the academy leadership.
- Attends and facilitates all advisory board meetings.
- Drives the advisory board toward annual goals established at the strategic planning meeting.
- Tracks and manages deliverables of advisory board committees and members.
- Sets the tone of advisory board meetings and interactions.
- Works to ensure the continuous development and sustainability of the academy and advisory board.
- Represents the academy and advisory board at internal and external academy-related events.
- Acts as an ambassador for the academy in professional and business-related networks.

#### ESSENTIAL ADVISORY BOARD CHAIRPERSON SKILLS INCLUDE:

- ✓ Experience managing a diverse group of business leaders.
- ✓ Position in their organization that allows for decision making related to contributing resources, both human and financial, to the academy.

#### Secretary

The Secretary performs important administrative functions on behalf of the entire advisory board.

##### The **Secretary:**

- Records and distributes the minutes of all meetings.
- Maintains records regarding advisory board membership and contact information for members.
- Provides information to the academy leadership to complete the NAF Data Center and Academy Assessment submission.
- Maintains advisory board evidence in the academy evidence binder, collaboration with academy leadership.
- May manage incoming and outgoing communications with academy leaders for the board.

#### Treasurer

The Treasurer performs important fiscal functions on behalf of the entire board. The **Treasurer:**

- Manages, records, and reports financial books, records and accounting on any fundraising efforts or other financial activity as planned.
- Maintains communication with academy leadership regarding financial matters related the board and its activities.

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### Academy Leader

The Academy Leader is the advisory board's main liaison. The

#### Academy Leader:

- Attends advisory board meetings.
- Compiles and communicates the list of academy needs, including a work-based learning calendar, and academy data consistently to the board.
- Serves as the liaison between the school district and the advisory board and between NAF and the advisory board.
- Shares NAF communications, publicity, reports, and updates with advisory board members.
- Encourages active participation of advisory board members at NAF annual conference.
- Oversees implementation of work-based learning plan and activities.
- Supports advisory board member orientation, providing documents, an overview, and tour of the academy.
- Submits annual Academy data, including advisory board information, to NAF.
- Maintains academy evidence binder, including documentation of advisory board.
- Provides academy update at each board meeting.
- Assists Chair in developing board meeting agendas.
- Collaborates with advisory board committees to ensure academy perspective is represented in advisory board work.
- Recognizes and celebrates the contributions of advisory board members.
- Participates in regional advisory board to support and build connections with other academies meeting.



### Advisory Board Intern(s)

The Advisory Board Intern(s) provide an opportunity for the advisory board to model internship best practices and can increase the effectiveness of an advisory board. The **Advisory Board Intern(s):**

- Supports administrative functions otherwise assigned to Secretary such as meeting preparation.
- Provides student perspective during meetings.
- Liaises with academy students to increase student interest and engagement in work-based learning experiences and other advisory board initiatives.

#### FOR MORE INFORMATION

NAF has many resources at [naf.org/resources](https://naf.org/resources) that delve deep into advisory board best practices, partner recruitment, data, structure, and more.

**Questions?** Please contact James Cole at [jcole@naf.org](mailto:jcole@naf.org) or [advisoryboard@naf.org](mailto:advisoryboard@naf.org).