

## HOW TO ORIENT ADVISORY BOARD MEMBERS

In the same way it's important to introduce new business partners to NAF and to the academy, it's critical to orient new advisory board to their role.

NAF recommends that each advisory board develop an orientation process for new members and records that process in the advisory board by-laws. Whether or not the advisory board or by-laws are formally established, it's always a good idea to conduct an orientation through a meeting for any new advisory board member.

(See: *Sample Advisory Board Invitation Letter*)

Consider covering the following information through individual meetings with new advisory board members or in group settings with the whole advisory board.

### 1. Introduce NAF

It's helpful to introduce new advisory board members to the NAF so they understand that they are joining a national movement of business and educators partnering to prepare students for college and careers. Even if they are already familiar with NAF through their previous engagement with the academy, it's helpful to review this information so they can interpret it from their new perspective of "advisory board member." Use the helpful documents listed below:

- Introduction to NAF PowerPoint
- Introduction to NAF Video
- NAF Publications
- Academy's WBL Plan and WBL Calendar (developed and provided by the academy)

### 2. Advisory Board Roles & Responsibilities

Take the time to go over roles and responsibilities of your advisory board. Make sure to include the following within this discussion:

- Overview NAF Advisory Boards
- Explain specific member roles and responsibilities
- Review your advisory board's by-laws (if applicable), especially the "Membership Requirements" section

### 3. Review last year's advisory board accomplishments and Advisory Board Impact Dashboard

Highlight how much of an impact the advisory board made in the community and with the academy students. Share academy's work-based learning plan, Advisory Board Impact Dashboard and advisory board strategic plan and meeting minutes.

### 4. Introduce resources on [naf.org/resources](https://naf.org/resources) and the Academy Support Hub.

It's important for board members to know there are resources and guidance for most advisory board functions

### 5. Invite the advisory board member to the next meeting.

Allowing the prospective member to observe a meeting helps both them and the board understand how they may add value and if their joining the board is a good fit.