

## UTILIZING MEETING TIME PRODUCTIVELY

The following best practices were collected during several national and regional convenings of advisory board leaders. Additional considerations and supplementary resource recommendations are included as well.

### Best Practices

- Determine **meeting frequency** and ensure **consistency**. Meeting locations can change between school and board member offices or facilities, and virtual options should be provided.
- The chair and academy director/lead should be creating the **meeting agendas** which include portions of the strategic plan, updates from committees or members, and upcoming planning or action needs. The Chair or designee should run the meeting.
- **Meeting notes and/or minutes** should be captured during the meeting and shared out ASAP after the meeting. High-performing boards have a shared file system like Google Drive or Dropbox, some share the notes in the calendar invite for the meeting. Notes should be action oriented, what was discussed, agreed to; with action steps, their owner, and timeline for updates and due date identified.
- Ensure commitment, members should have something to do, a **clear call to action**.
- **Understanding the academies needs** helps the board develop a plan and possible sub-committees in service of the defined needs. For example, knowing the academy wants all 10th graders to do job shadowing in February allows the board to start planning and recruiting partners early OR knowing there are 65 incoming juniors lets the board forecast the number of internships needed next summer.
- **Follow-up is critical**, the board can help ensure follow-up is made and tracked
- Create a **skillset inventory** to ensure member skills are leveraged well. These skillsets should be shared with the point of contact at the academy, so they can plug members into the best WBL events at the school and leverage relationships.
- **Show consistent gratitude** to members and celebrate success.

### RESOURCES

*All available for download in the Academy Support Hub (ASH).*

### WORK-BASED LEARNING

- Academy College & Career Readiness Events Calendar

### ADVISORY BOARD

- Operate an Effective Advisory Board
- Orient Advisory Board Members
- Advisory Board Meeting Agenda
- Advisory Board Roles and Responsibilities
- Advisory Board Committees
- Advisory Board Strategic Plan and Meeting Agenda

### RESULTS

- Advisory Board Impact Dashboard