

ADVISORY BOARD

Leadership Roles



OVERVIEW

By working with academy leaders and board members, advisory board leaders leverage their expertise to ensure that academy students have a robust and enriching learning experience.

LEADERSHIP ROLES

Chairperson (Chair or Co-Chair)

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

The Advisory Board Chair:

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

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.
- Maintains advisory board evidence in the academy evidence binder, collaboration with academy leadership.
- Manages incoming and outgoing communications with academy leaders for the board.
- Maintains current strategic plans, updated by-laws, financial policies, and a succession plan.
- Maintains notes and records pertaining to advisory board actions and activities.

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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 to the board and its activities.
- Provides input on budgets for events and manages expenditures

Board Member

- Meets regularly and participates in defined committees, based on academy need.
- Provides input on advisory board actions and activities.
- Reviews academy work-based learning data.
- Leverages existing network connections and builds new connections to other business and community colleagues
- When possible, provides work-based learning opportunities in partnership with their organization.
- When possible, supports classroom activities or student projects.

Membership and Roles

Each board determines the term length of leadership roles and defines the term in its bylaws. Normally the initial board chair is selected by the Academy Leader and School Principal.