

ADVISORY BOARD

Member Roles and Responsibilities



ADVISORY BOARD ROLES & RESPONSIBILITIES

The Advisory Board functions in an advisory capacity to a NAF member academy. The Advisory Board is an integral part of the learning experience for all academy students, bridging the classroom with the world of college and careers.

The overall role of the advisory board is to:

1. Collaborate with an academy to prepare students for success in college and careers
2. Review academy data, participate in the NAF Academy Assessment, and provide input on the academy action plan
3. Provide teachers with curriculum support and professional development
4. Assist students with classroom projects
5. Provide students with a sequence of work-based learning experiences, including paid internships, based on the academy work-based learning plan
6. Serve as advocates for the academy
7. Provide and solicit financial support from the community to ensure academy sustainability

The **Academy Director** is the advisory board's representative from and main liaison to the academy itself. The Academy Director:

- Attends advisory board meetings
- Compile list of academy needs from academy staff and students prior to annual advisory board strategic planning meeting, including data from the Advisory Board Impact Dashboard
- Serve as the liaison between the school district and the advisory board and between NAF and the board
- Support advisory board orientation, providing an overview and tour of the academy
- Submit annual Academy data (including Advisory Board Survey and membership information) to NAF.
- Maintain academy evidence binder, including documentation of advisory board
- Share academy update report at each advisory board meeting
- Share NAF communication, publicity, reports and updates to advisory board members
- Encourage active participation of advisory board members in NAF annual conference
- Oversee implementation of work-based learning program
- Meet with Advisory Board Chair prior to advisory board meetings to develop meeting agendas
- Collaborate with advisory board committees to ensure academy perspective is represented in advisory board work
- Recognize the contributions of advisory board members
- Participate in Regional Advisory Board (if any exist) to help maintain consistency for all academies.

Note: This is a list of Academy Director responsibilities related to the advisory board and is not a comprehensive list of the overall Academy Director role.

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The **Advisory Board Chairperson (Chair and/or Co-Chair)** is the primary link between the business community, the advisory board members, and the Academy Director. The Advisory Board Chair:

- Prepares for all advisory board meetings in collaboration with the Academy Director
- Attend and facilitate all advisory board meetings
- Drive the advisory board toward annual goals established at the strategic planning meeting using the Advisory Board Impact Dashboard to inform board planning and support
- Ensure that members are pursuing the purpose of the advisory board
- Set the tone of advisory board meetings and interactions
- Work to ensure the continuous development and sustainability of the advisory board, including completion of the annual Advisory Board Survey

Useful qualities in an Advisory Board Chair may include:

- Experience managing a diverse group of business leaders
- Holds a position that is high enough in the company to make decisions regarding contributing resources, both human and financial, to the academy

The **Advisory Board Secretary** performs important administrative functions on behalf of the entire advisory board. The Advisory Board Secretary:

- Records and distributes the minutes of all advisory board meetings
- Keeps a current list of advisory board members' names and contact information, confirming the board membership list maintained in NAF's Data Center and available in the Advisory Board Impact Dashboard is accurate
- Provides information to the Academy Director in order to complete the NAF Data Center and Academy Assessment submission
- Maintains advisory board evidence in the academy evidence binder
- May supervise the Advisory Board Intern(s)

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

- Records and reports to the advisory board on any fundraising efforts or other financial activity at each advisory board meeting.
- Confirms fundraising data entered by the Chair in the annual Advisory Board Survey is accurately reflected in the Advisory Board Impact Dashboard.

Note: This position may not be appropriate for all advisory boards depending on level of development and priorities.

The **Advisory Board Intern(s)** can increase the effectiveness of an advisory board. The Advisory Board intern(s):

- Supporting administrative functions otherwise assigned to Secretary
- Provide student perspective during meetings

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- Act as liaison with academy students, thereby increasing student interest and participation in work-based learning experiences and other advisory board initiatives

Note: When beginning an advisory board internship, check out support materials provided in the Advisory Board section of ASH under "Develop a NAF Advisory Board" and review the "NAF Approach to Internships" in the Work-Based Learning section of ASH to be sure your advisory board internship program aligns with quality standards.