

Creating the Effective Advisory Groups

1. Identify Groups/Committees
 - a. Determine the purpose for each group
 - i. Clearly define what the purpose of the committee is
 - b. Consider a steering committee with goal specific groups
 - i. Steering committee membership
 - ii. Chairs of the goal groups
2. Identify Members-
 - a. Identify a chair
 - b. Decide the representation of each committees
 - i. Base membership on the purpose of the committee
 - ii. Each committee does not have to have the same representation
 - iii. Areas to consider
 1. Board Member
 2. Administrator
 3. Faculty
 4. Classified
 5. Parents-Business-Community Members
3. Create a timeline for completion
4. Create a Charge
 - a. Be sure the charge is clear
 - i. The charge should state what the question the committee is to answer in an advisory capacity. It should be clear in the charge that the Board of Education will make any final decisions.
5. Decision Making Process
 - a. Committees will be given a charge to find out and develop strategies to meet the goals as identified by the Board of Education.

- b. Committee recommendations will be approved by the committee then sent to the steering committee for additional consideration.
 - i. If the steering committee agrees then the recommendations go forward to the board.
 - ii. If the steering committee does not agree with the recommendation then the recommendation will be sent back to the committee with the reasons for concern or further investigation for further consideration.