

**APPENDIX F**  
**LETTER OF INVITATION**

July 9, 19 \_\_\_\_

Mr. James G. James, Manager  
Midtown Automotive Agency  
Anywhere, U.S.A. 32500

Dear Mr. James:

Your knowledge and experience in the automotive field are well known in our community. Because of your demonstrated competency in the field, we would like to recommend that you be appointed to the Automotive Program Advisory Committee of Downtown Area Vocational-Technical Center. Your membership can provide the advisory committee with a valuable resource regarding the direction of the automotive program and its service to students and the community.

The advisory committee is directed toward achieving closer cooperation among business, industry, and the school in training students for occupations in the automotive industry. The involvement of outstanding business and civic leaders in the community like yourself is very important to the effective operation of our automotive program.

Please consider our invitation and let us know your decision by July 16. A card is enclosed for your convenience in replying. We look forward to hearing from you.

Sincerely,

(Signature of appropriate official  
according to local policy: program  
instructor, center director, local  
vocational director, superintendent,  
board chairperson, or president)

## **APPENDIX G**

### **ADVISORY COMMITTEE AGENDA**

#### **AUTOMOTIVE PROGRAM ADVISORY COMMITTEE**

Downtown Area Vocational-Technical Center  
Room 63 Technology Complex  
September 10, 19\_\_

#### **AGENDA**

Welcome (Temporary Chairperson)

Introduction of Advisory Committee Members,  
with Brief Biographical Information

Introduction of School Officials and Instructors,  
with Brief Biographical Information

Background of School and Auto-Electronics Program

Brief Review of Program Objectives

Brief Outline of Problems

Future Plans of Program

Organization of Advisory Committee

1. Election of Chairperson, Vice-Chairperson, and Secretary
2. Approval of By-laws

Items for Next Meeting Agenda including Date, Time, and Place

Adjournment

## **APPENDIX H**

### **SAMPLE PROGRAM OF WORK (YEAR) (COMMITTEE)**

Objectives	Activities	Target Date

## **APPENDIX I**

### **ADVISORY COMMITTEE MEETING MINUTES**

#### **MINUTES OF DOWNTOWN AUTOMOTIVE PROGRAM ADVISORY COMMITTEE MEETING Room 63 Technology Complex**

September 10, 19\_\_

The meeting was called to order by the temporary chairperson, James Friday, at 5:00 P.M.

Members present were: Smitty Morton, Sam Samson, Jim James, June Jacobs, Fred Walton, Paul Piper, and Ray Onley.

Members absent were: Janice Sutton and George Ivy.

Dr. Howard Holley, director of the Downtown Area Vo-Tech Center, welcomed the committee and introduced Mr. Jack Morgan, county vocational education director, who discussed the purpose and role of the advisory committee in the overall education system.

Mr. Will Billings, program instructor, briefly reviewed the objectives of the automotive program, discussed problem areas, and invited comments.

By unanimous vote, Mr. Sam Samson was elected chairperson; Mr. James Friday, vice-chairperson; and Mr. Will Billings, secretary.

By-laws for the advisory committee were distributed and after discussion, were approved by general consent.

Mr. Billings distributed to each member a copy of *Vocational Automotive Education Advisory Committees: An Organization and Function Handbook* and asked that each member read the handbook prior to the next meeting.

Recommended agenda items for the next meeting:

1. review of laboratory equipment donated by the Atlantic Automotive Company; and
2. discussion regarding the hiring of two part-time evening instructors.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

Will Billings, Secretary

## APPENDIX J

### ADVISORY COMMITTEE MEETING EVALUATION

Below is a guide for rating the effectiveness of the advisory committee meeting. Circle the number that best describes your feelings about each statement.

		Excellent      to      Poor				
1.	I clearly understood the agenda and knew what we were trying to accomplish.	1	2	3	4	5
2.	The agenda was well planned and organized and was received in advance of the meeting.	1	2	3	4	5
3.	This was an important and productive meeting.	1	2	3	4	5
4.	I feel the members of this committee understand their role and assignment.	1	2	3	4	5
5.	Members had a chance to speak and made a contribution to items under consideration.	1	2	3	4	5
6.	The meeting was well organized.	1	2	3	4	5
7.	I felt that the advisory committee's opinions and feelings were understood and accepted by the school.	1	2	3	4	5
8.	I feel satisfied with the activities and accomplishments of the advisory committee.	1	2	3	4	5
9.	I feel my time and efforts are well spent in serving as a member of this advisory committee.	1	2	3	4	5

## **APPENDIX K**

### **PRODUCTIVE ADVISORY COMMITTEE DOs**

#### **DO...**

1. Provide advisory committee members with a handbook explaining the purpose, operation, and organization of advisory committees.
2. Send a letter of appointment to each member signed by the chief school administrator or other appropriate person.
3. Keep advisory committee members informed of current and pending legislation affecting vocational education.
4. Hold meetings on an organized time schedule and adhere to the schedule.
5. Notify members promptly regarding actions taken as a result of their recommendations.
6. Send each member a letter and an agenda reminding him/her of each meeting at least two weeks in advance of the meeting.
7. Solicit the advice and recommendations of members regarding the effectiveness of the vocational education program and the effectiveness of advisory committee meetings.
8. Establish an informal atmosphere at meetings, and encourage the exchange of ideas.
9. Mail each member a copy of the advisory committee minutes as soon as possible after each meeting.
10. Encourage members to visit the school's vocational education programs as often as they can.
11. Avoid having members do unnecessary work details that can be accomplished by the school staff.
12. Have a school representative attend all meetings.
13. File copies of all minutes with the school's administration.

## **APPENDIX L**

### **ADVISORY COMMITTEE DON'Ts**

#### **DON'T...**

1. Appoint members without carefully studying their potential contributions to vocational education.
2. Schedule meetings at inconvenient times and dates.
3. Hold meetings in uncomfortable facilities.
4. Allow members to become involved in administrative functions.
5. Try to organize the advisory committee without electing appropriate officers (i.e., chairperson, vice-chairperson, and secretary).
6. Expect members to attend meetings without giving them prior notice, agenda items, and appropriate background material.
7. Discourage members from learning all they can about the school and its programs.
8. Discourage members from chatting with vocational education students.
9. Influence members in their selection of officers.
10. Appoint members for an indefinite term.
11. Fail to recognize members' contributions to the school and its programs.
12. Fail to replace inactive members.
13. Fail to carefully consider all advisory committee recommendations and promptly inform members of action taken on each recommendation.