



Tri-Cities High School
2575 Harris Street
East Point, GA 30344
404.669.8200

September 5, 2013

2860 East Point Street
East Point, GA 30344

Dear Turmeika:

Tri-Cities High School is committed to excellence in its **business education program**. To help us achieve this goal, we reach out to leaders in business and industry, to community leaders, to parents, and to students in our community by asking them to work with us in an advisory capacity to improve our **business** curriculum and facilities.

You have been recommended to us as a person who is interested in **business education** and as one who would make a valuable contribution to the program. We invite you to serve a two-year term on this career/technical education advisory committee. By participating on this committee, you will have an opportunity to guide **Tri-Cities High** in preparing students for their next steps and to promote and improve career/technical education.

The business education program advisory committee meets **two** times each school year. The first meeting will be **November ???** in the **Business Education** Department room L-120. The meeting will begin at **6pm** and end at **7:30 pm**. Meetings are usually held (**date and location**). In addition, committee members are encouraged to help us prepare students in the following ways (please indicate ways in which you are willing to serve:

- | | |
|--|----------------------------------|
| _____ Guest Speaker (Career Opportunities) | _____ Judges |
| _____ Conduct mock interviews | _____ Job Shadow Opportunities |
| _____ Presentation Skills | _____ Community Service Projects |
| _____ Sponsor students for conferences | _____ FBLA Professional Member |
| _____ Other _____ | |

Please indicate your willingness to serve on this committee by checking the appropriate box and signing where indicated. Return this letter to our office in the enclosed envelope or fax to (**FAX #**) by (**date**). A duplicate copy of this letter is enclosed for your files. Please contact me at (**telephone number**) if you have questions.

Sincerely,

Business Education
Department Chair

(Principal Name)

- I accept the committee appointment.
- I am unable to serve on the committee.

Signature _____

Date _____



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Dear Jonathan:

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Business Education
Department Chair

(Principal Name)

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Signature _____

Date _____



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Dear Jalana:

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- | | |
|---|---|
| <input type="checkbox"/> Guest Speaker (Career Opportunities) | <input type="checkbox"/> Judges |
| <input type="checkbox"/> Conduct mock interviews | <input type="checkbox"/> Job Shadow Opportunities |
| <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Community Service Projects |
| <input type="checkbox"/> Sponsor students for conferences | <input type="checkbox"/> FBLA Professional Member |
| <input type="checkbox"/> Other _____ | |

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Sincerely,

Business Education
Department Chair

(Principal Name)

- I accept the committee appointment.
- I am unable to serve on the committee.

Signature _____

Date _____



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Confirmation Letter

September 23, 2013

Ms. Julie Smith
4930 East Avenue G
Bismarck ND 58315

Dear Ms. Smith:

Thank you for your willingness to serve on the Advisory Committee for the (program area) program. Your knowledge and contribution will be valuable as we work to enhance the program. Your three-year term will begin on July 1, 2005. We will hold _____ meetings a year with the first meeting scheduled for August 1 at 7 p.m. at the school gym. I would like to meet with you prior to our first meeting to review the agenda and other materials. Please call me at your earliest convenience at 320-3904 so we can set up a time.

We look forward to working with you.

Sincerely,

Advisory Committee Chairperson



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Meeting Notice Sample

Date

Ms. Julie Smith
4930 East Avenue G
Bismarck ND 58315

Dear Ms. Smith:

The next meeting of the (program) Advisory Committee will be (date) at (location and time) . Enclosed is a copy of the minutes from the last meeting and an agenda for the upcoming meeting. If you have any questions, please give me a call.

Please notify me by (date) if you are unable to attend the meeting.

We look forward to seeing you at the meeting.

Sincerely,
Chairperson



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Bylaws Sample

_____(Name of Program)____ Advisory Committee Bylaws

Article I: Name

The name of this Advisory Committee shall be _____.

Article II: Purpose

The purpose of this Advisory Committee shall be to advise, assist, support and advocate for the _____ program on matters that will strengthen instruction and expand learning opportunities for students.

Article III: Members

Section 1. Members shall be selected and appointed by the Board and/or Administration. The current Advisory Committee may suggest potential members.

Section 2. Members shall represent a cross-section of the industry or occupation for which training is provided and the community served by the program. (Instructor(s) and/or administrator(s) may serve as ex officio members of the committee.)

Section 3. Member terms will be three years with one-third of the membership appointed each year. No member will serve consecutive terms. A former member may be reappointed after a one-year absence from the committee.

Section 4. Membership terms will begin immediately following the final meeting of the school year.

Article IV: Officers

Section 1. Officers shall be a Chairperson, Vice Chairperson and Secretary. These officers shall be the Executive Council for the Advisory Committee.

Section 2. The duties of Officers shall be those commonly ascribed to these offices.

Section 3. Officers shall be elected by simple majority at the final meeting of the school year and shall assume their offices immediately following the meeting. Officers may be reelected.

Article V: Meetings

Section 1. The Advisory Committee shall comply with the Department of Career and Technical Education program requirements for minimum number of meetings. Additional meetings shall be scheduled as necessary to accomplish the Program of Work.

Section 2. A quorum shall consist of a simple majority of appointed members.

Section 3. Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is to be forwarded to the instructor or administration as a recommendation.

Article VI: Subcommittees

Section 1. Subcommittees shall be appointed by the Chairperson as needed to accomplish the Program of Work.

Section 2. Subcommittees shall be of the size necessary to carry out their assigned tasks.

Section 3. Subcommittees shall elect their own chairpersons.

Article VII: Parliamentary Authority

Except as otherwise provided in its Bylaws and standing rules, the Advisory Committee shall be governed in its proceedings by the current edition of Robert's Rules of order, Newly Revised.

Article VIII: Amendment of Bylaws

These Bylaws may be amended at any meeting of the Advisory Committee by a two-thirds (2/3) vote, provided that the amendment has been submitted to Advisory Committee members in writing at least thirty (30) days in advance of the meeting.

Bylaws adopted ___(date)___

Bylaws amended ___(most recent amendment date)___



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Initial Meeting Agenda Sample

Family & Consumer Sciences Advisory Committee
Central Public School, Room 7
September 19, 2005
7:00 pm

Call to Order School Representative

Welcome/Introduction of Members Administrator

Role of the Advisory Committee School Representative

Overview of FACS Program FACS Instructor

Description of Total Education Program Administrator

New Business School Representative

- ⌚ Appoint Bylaws Subcommittee
- ⌚ Discussion of a Program of Work

Next Meeting Date, Time and Location

Adjournment

Regular Meeting Agenda Sample

Marketing Advisory Committee
Central Public School, Room 7
October 19, 2005
7:00 pm

Call to Order

Approval of Minutes

Old Business

- ⌚ Report of Recommendations Committee
- ⌚ Program of Work Update
- ⌚ Other

New Business

- ⌚ Establish Subcommittee on new technology
- ⌚ Assess equipment and facilities
- ⌚ Other

Next meeting date, time and location

Adjourn



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Meeting Minutes Sample

Health Occupations Advisory Committee Meeting Minutes

South High School, Room B

October 7, 2006

Members Present: Helen Chen, Charles Dunn, Mattie Welk, Karen Smith and William Johnson

Members Absent: Elizabeth Alexander, Brad Luftus

Others Present: Rodney Beckman, True Value Manager

Call to Order: Chairperson William Johnson called the meeting to order and expressed appreciation for attendance and participation. He stressed the importance of the committee's continuing support and assistance. Introductions were made.

Minutes: Minutes of the last meeting were approved as submitted.

Old Business: The committee discussed the need for more up-to-date computers in the health labs. The committee feels that students should be taught on the kind of equipment they will be using in the work place. Helen Chen volunteered to do some research and perhaps have Dr. Smith, Director of Nursing at the South Medical Center, present at the next meeting.

New Business: Chairperson Johnson asked that the committee look at and make a suggestion regarding adding more rooms for the lab. After a lengthy discussion, it was chaired for the next meeting.

The next meeting will be November 10, 2006 at the South High School, Room B at 7 pm.

Adjournment: The meeting was adjourned at 9 pm.

Karen Smith, Secretary