

COMMITTEE MEMBERS' RESPONSIBILITIES AND DUTIES

ALL ADVISORY COMMITTEE MEMBERS

1. Assist in curriculum review, verification of labor market needs and placement of students.
2. Offer information which will help design, update, modify, expand, and improve the quality of vocational courses.
3. Give added support and strength to the relationship between business, industry, the community, and education.
4. Identify competent personnel with appropriate experience as potential instructors.
5. Assist in the promotion of the occupational program.
6. Meet the accountability requirements set by the California Department of Education.

CHAIRPERSON

1. Chairperson will preside at meetings of the committee.
2. Chairperson may be an advisory committee member from business/industry or an SCROP instructional staff member.

RECORDER

1. The Recorder will keep attendance and record the proceedings of the committee.
2. The Recorder sends the minutes to the committee chair.

SCROP INSTRUCTIONAL SERVICES STAFF

1. Invite members to serve on the committee and submit name, title address, etc., to SCROP office.
2. Arrange for a committee member to chair the meeting.
3. Notify SCROP office of time and place, and supply a copy of agenda so that the meeting can be put on the master calendar.
4. Serve as recorder and facilitator to the Advisory Committee.
5. Prepare meeting agenda.
6. Make provisions for meeting room, comfortable seating, pencils, paper and refreshments.
7. Keep attendance and record the proceedings of the committee.
8. File minutes with SCROP office.
9. Send notices of meetings and copies of minutes to all committee members and other appropriate personnel.
10. Provide descriptive information concerning SCROP programs.
11. Seek advice from the committee while refraining from giving same.
12. Report follow-up of Advisory Committee's recommendations to the membership.