**Advisory Board Best Practices and Tips**

State Board For Community and Technical College Advisory Board Guidelines:

<http://www.sbctc.edu/general/policymanual/_a-policymanual-Ch4Append.aspx#appendg>

* Determine strategies to carve out faculty time to address advisory committee meetings and issues
* Be clear to members to leave agendas at the door and foster an environment of communication, be sure members are listened to but also explain system constraints
* Develop an advisory board objective/purpose/mission statement
* Provide description of expectations and roles
* Speak to K-12 partners to see how they developed business partnerships on their advisory boards
* Gain a better understanding of what is currently in place at your institution with respect to the advisory boards
* Use more of a sector approach idea of thinking with the advisory board
* Look for opportunities at your institutions Fall Orientation
* Begin to assess the impact of the advisory board regularly, particularly through data analysis
* Develop training for the chair of the advisory board
* Create “term limits”, advisory board members can serve longer but sets up a mechanism to deal with members that are not benefiting the Board