Advisory Board Best Practices and Tips

* Determine how to start to carve out faculty time to address advisory committee meetings and issues
* Identify business connections throughout the institution through creation of a Business Relations Task Force
* Develop an advisory board objective/purpose/mission statement
* 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
* Incorporate more networking with area employers in order to fill advisory board vacancies
* Start to tap into alumni in order to find advisory board members
* Broaden the representation on the advisory board
* Use more of a sector approach idea of thinking with the advisory board
* Re-vamp the Fall Orientation at the institution
* Consider moving advisory board meeting locations
* Start an end-of-the-year thank you event for advisory board members
* Begin to assess the impact of the advisory board regularly, particularly through data analysis
* More thoroughly investigate student involvement on the advisory board
* Put structures into place in which invitation onto the advisory board is a larger honor than it currently is
* Develop training for the chair of the advisory board
* Begin to invite the internship coordinator as well as K-12 partners to advisory board meetings

Employer Engagement Best Practices:

Tips for initial outreach and continued engagement:

* Identify business connections throughout the institution through creation of a Business Relations Task Force
* Incorporate more networking with area employers in order to fill advisory board vacancies
* Start to tap into alumni in order to find advisory board members
* Broaden the representation on the advisory board (think about the range of partners that could help advise)
* Consider moving advisory board meeting locations such as asking employers to host and include a tour of their site.
* Host an end-of-the-year thank you event for advisory board members, especially effective to do campus wide, invite advisory board members of all the campus programs, ask president to welcome, include trustees.
* Explore ways to expand student involvement on the advisory board (pair them with an employer, include them in advisory board meetings, etc)
* Put structures into place in which invitation onto the advisory board viewed as an honor
* Develop training for the chair of the advisory board
* Invite the internship coordinator as well as K-12 partners to advisory board meetings
* Create tasks to keep employers engaged (mock interviews of students, review resumes and provide input, create subcommittees with assignments such as program marketing, etc.)
* Create an award opportunity for your advisory board to identify exemplary partners /programs/employers (k12, CBO’s, WDC’s, Industry that are doing great things in your sector) and present them with an award, host an award ceremony.
* Use doodle or similar programs to determine best time for your advisory board members to meet around their schedules.
* Invite Advisory Board Members to student graduation.