







# Advisory Committee Functions

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*Members of your agricultural education advisory committee play an important and necessary role in the development of a successful agricultural education program. Members must also understand from the beginning that the committee has no administrative policy-making or legislative authority.*

## **A well-functioning advisory committee will –**

-  *Evaluate the current agricultural education program to determine if it is providing realistic and current preparation and training for students.*
  - Review all features of the program – goals, competencies, curriculum, lesson plans and classroom and lab formats – and evaluate overall program effectiveness.
  - Assist in conducting surveys and interpreting survey data.
  - Identify the most recent educational and employment trends in specific businesses and industries, and determine those agricultural education programs needed to provide preparation for jobs in the community.
  - Provide advice on the establishment and maintenance of a realistic agricultural education program.
  - Provide advice about curricula content, training techniques and equipment.
  - Investigate the types of facilities and equipment currently used in business and industry.
  - Assist in the preparation and selection of course materials.
  - Research and explain technical information.
  - Inform school personnel of changes in the labor market.
  - Determine student and community interest in cooperative education and adult classes.
  - Inform the school about business and industry personnel needs.
  
-  *Act as a change agent to increase the agricultural education program's relevance.*
  - Follow up on recommendations made to agricultural education coordinators, instructors, administrators and the local board of education.
  - Research and recommend changes in agricultural education programs.
  - Suggest new or modified curricula.
  
-  *Help secure training stations and assist in the placement of program graduates.*
  - Assist with the development of student placement programs.
  - Assist and counsel students preparing to enter the job market.
  - Identify places for internships and cooperative work experiences.
  - Recommend policies for internships and cooperative work programs.
  - Provide advice on types of students best suited for participating in cooperative work programs.
  - Assist in implementing procedures to provide student release time for part-time jobs.
  
-  *Provide input and support for legislation and corresponding funding at the local, state and federal levels.*
  - Suggest and support local, state and national action regarding agricultural education programs: attend legislative meeting, write letters, promote agricultural education programs.
  - Provide financial assistance to agricultural education programs: arrange for donation, establish student scholarships and awards.
  
-  *Act as a communications link to assist in the development of community understanding of and support for the agricultural education program.*
  - Encourage cooperation and a better understanding of agricultural education programs among employers, students and the general public.
  - Develop plans for recognizing outstanding students.
  - Serve as a communication link with in the community.
  
-  *Provide a service to the agricultural education program.*
  - Assist in securing meeting places for adult classes, advisory committee meetings, competitive events and special demonstrations.
  - Recommend resource personnel, guest speakers and instructors.
  - Serve as judges for local awards and contests.
  - Help plan special events: competitions, leadership seminars, banquets and other social occasions.