

Creating and Running an Effective Advisory Board

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children's home + aid

Why Have an Advisory Board?

- Builds partnerships and relationships
- Delegates work to a team
- Potential funding avenue
- Gives all school stakeholders a voice (parents, teachers, students, community members, businesses, etc.)



How to get started (community mapping)

- Identify people who are already invested in your programs
 - Teachers
 - Subcontractors
 - Organizations
 - Partners
 - Parents
 - Students
- Identify people who you would like to be invested in after school
 - Alderman
 - Local newspaper
 - Congressman
 - Business owners
 - Community leaders
 - “Influencers”



Now you brainstorm...

Who are you connected to that might be an asset to your advisory board?

What areas does your program need to grow?

Who can help you to grow it in that way?



How to approach a potential advisory board member

- Have a “job description” created (what’s expected)
- Have dates/times that you will meet selected (how often?)
- Post this somewhere visible in the school so all feel included
- Approach people individually, **IN PERSON** if possible (share why you want them to participate)
- Show enthusiasm/smile!



Role play



- Think of a potential person you would want on your advisory board
- Role play with the person next to you how you might ask them to participate
 - Make sure tell them why you want them to be a part and how they can contribute

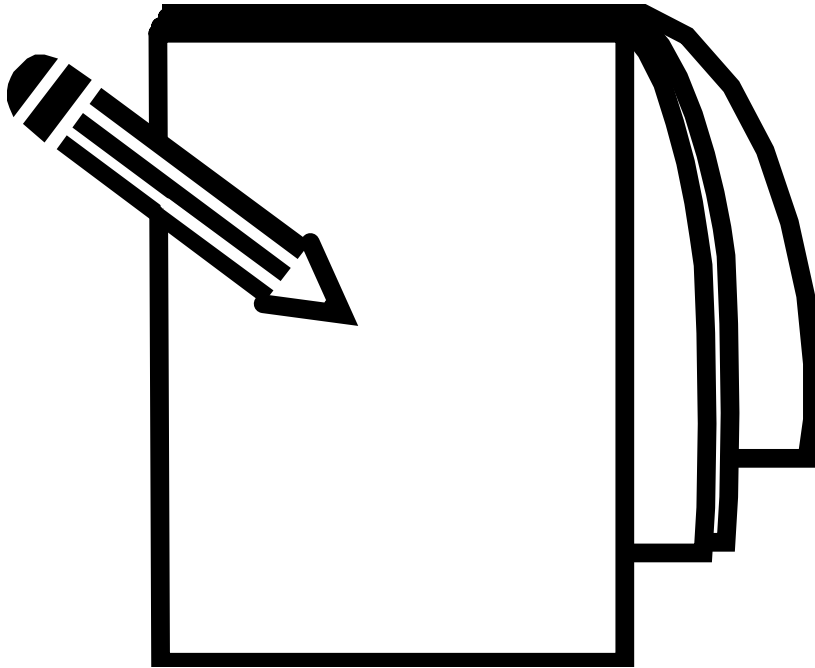


Setting up the first meeting

- Contact the committed
 - Thank them
 - Find out preferred method of communication
 - Send out only necessary communication
 - Reminders: one week and one day prior to meeting



Creating an agenda



- Agenda should include:
 - Intro activity(5-10 min)
 - Data review
 - Update of the student parent, and community involvement
 - Upcoming C.S. events
 - Date for next meeting



What to do at a meeting



1. Start with opener (SEL); a team that is unified will work better together. You want to build commonalities amongst the group
 - Suggestions include:
 - A round table question
 - Stand if...
 - 2 Truths and a lie
 - Highs and Lows



What to do at a meeting

2. Data Review

- This may include (but is not limited to):
 - CSI monthly performance reports
 - Student/parent evaluations from previous year
 - Needs assessment
 - ISAT scores
 - My school, my voice survey



What to do at a meeting



3. Set goals for the year, and revisit those goals at future meetings
 - You should consider your school's SIPPA plan, your needs assessment, and the 9 Factors for Community School Framework for Student Success in this process



What to do at a meeting

4. Take Action Steps

- Choose an area to work on
- Make a plan to address your areas of need
- Give everyone a homework assignment



Practical Examples

- Family Science Night

- The data review showed us we need more parental and community involvement
- One of our school's SIPPA goals was to raise our ISAT scores from last year (especially in Science)
- In order to address that, we planned a Family Science Night
- Everyone around the table was assigned community organizations to contact to see if they would partner
- We all followed up and reported at next meeting
- Food was donated by a local church (which also provided volunteers), workshops were put on by teachers and other org.
- Prizes were donated
- No money was spent by the school for this event



Now you try...

- Discuss at your tables how your advisory board could help you to increase parental involvement at your school



What to do at a meeting

5. Update members on community school programming
 - Share numbers AND stories (you want them to feel a part of what's going on)
 - This should include parents, student, and community involvement
 - Celebrate successes together!



What to do at a meeting

6. Make members aware of upcoming events and let them know how they can be involved
 - Set a date for next meeting
 - Thank them for being there!



Reminders...

- Respect people's time: start and end on time
- Give everyone a chance to talk, but don't let anyone monopolize
- Make your meetings productive; no one likes wasted time
- All our your members should be invested; giving assignment helps with buy-in
- Make people feel valued! That will go a long way!
- People want results: there needs to be an end product to celebrate
- Follow up after meetings (within 24 hrs.) by summarizing the meeting and listing everyone's responsibilities



Questions???

Thank you for attending this workshop on Creating and Effectively Running an Advisory Board. If you have any questions or comments, please contact me at:

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