NCTEF Board of Directors' Meeting
GUIDELINES FOR NATIONAL ADVISORY COMMITTEE MEMBERSHIP
Monday, April 6, 2009

Knowing that you want to have a strong National Advisory Committee, with breadth of experience, knowledge and perspective, we offer the following suggestions for guidance in the make-up of your Cluster's committee.

In general, we suggest that your Cluster advisory committee be comprised of members equally distributed among representatives of four groups:

- Educational agencies and institutions (state and local);
- representatives of business and industry companies (management and labor);
- government agencies and institutions (if applicable);
- members of national and state associations and organizations representing education, business, and labor interests.

For a well-balanced committee, representatives of each group, to the extent feasible, should be evenly distributed with regard to gender, race/ethnicity, and geographical location. We also suggest that you seek representatives from each group who are knowledgeable in the industry of the Cluster.

Education category:

- We suggest that you aim for a majority of the representatives in this category from secondary and postsecondary institutions, with each being fairly equally represented.
- It is also helpful to balance representation among members of the education executive branch (i.e. administrators, teachers, curriculum specialists, and counselors) and also a between executive personnel and those who set policy (i.e. members of state and local boards of education).

Examples:

- *Administrator at the district or school level responsible for leading change and ensuring educational excellence*
- *Leader in charge of implementing a career academy program (including responsibility for content, partnerships, etc.)*
- *CTE district level curriculum specialist responsible for curriculum development and transformation*
- *Dean or chief academic officer for curriculum and/or competency development at a postsecondary institution*
- *Dean for occupational curriculum*
- *Leader from continuing education or adult CTE*

Business category:

- If appropriate to your Cluster, aim for equal representation for both management and labor.
- Seek representatives from companies that actually employ the kinds of individuals who will be graduating from the cluster programs based on your particular Cluster.
- For optimal committee breadth, try to balance the number of representatives coming from large and small companies; those that operate on a national, state, or local basis; and those that are and are not unionized.

Examples:

- *Leader/decision-maker in charge of talent development from a national employer. For instance, each auto manufacturer has a representative to the AYES Board of Directors. These individuals are responsible for interfacing with education to ensure a pipeline of talent.*
- *Representative from the chamber of commerce who can bring the collective voice of an employer community to the table*
- *The CEO of a business in a high-growth area. There are employers with an interest in the talent pipeline that have stepped up in various industries (see ETA High Growth Initiative).*
- *Representatives from national employer associations.*

Government category:

- If your Cluster has a federal liaison connected to it; if there is a federal agency from which there are content experts appropriate to your Cluster; or if it would be appropriate to the work of your Cluster, we suggest that you include government representatives on your National Advisory Committee.

Examples:

- *Liaisons from OVAE*
- *Liaisons from ETA*
- *Representative from the federal or state agency pertinent to the Cluster. For instance, representatives from the military for all clusters, or a representative from the Department of Transportation for the TDL Cluster, a representative from the Department of Agriculture for the AFNR Cluster, etc.*

Association category:

- For this category, we suggest that you try to spread representation across education, management, and labor associations.
- If possible, try to provide a balance in regard to the size of association, geographic distribution, and whether the association is a national or state entity.

Examples:

- *Leader/decision-maker from a membership association focused on a particular business/industry sector; for instance, someone from the National Small Business Association.*
- *Leader/decision-maker from a labor organization representing an industry included in a particular Cluster, such as a representative from the National Education Association.*
- *Leader/decision-maker from an affiliated national association that represents individuals; for instance, someone from ASTD.*