



Advisory Committee Chairperson Job Description

Summary:

The advisory committee chairperson leads the advisory meetings, provides feedback to the teacher liaison and helps committee reach consensus during discussions.

Responsibilities:

In addition to committee member responsibilities.

- Keep meeting discussion on topic.
- Ensure that meetings begin and end on time.
- Provide input on meeting agendas.
- Serve as mentor to new members and introduce them to the meeting process and update them on current activities of the committee.
- Ensure that the committee is meeting its goals and providing important feedback to Career and Technical Education staff of Everett Public Schools.

Time Commitment:

- Attend advisory committee meetings quarterly for two hours.
- Be available to teachers for feedback.
- Occasional work outside of meetings.

Career and Technical Education Staff Representatives
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