**SAMPLE CAREER AND TECHNICAL ADVISORY COMMITTEE’S PROGRAM OF WORK**

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| **Program Goal(s) Alignment to Workforce Data** | **Objectives** | **Activities** | **Committee Responsibilities** | **Time Line** | **Results** |
| 1. To ensure Advisory Committee representation exists from all business and industry sectors that are served by the program based on current workforce data. | 1. Review the goals and objectives of the program and serve as a communication link between the high school or career and technical center and the community.  2. Identify community resources that will help support or contribute to the success of the career and technical education program.  3. Inform the school’s staff of changes and trends in the economy, local workforce, and/or community. | 1. Review the mission of the high school or career and technical center and the demographics of the community it serves.  2. Review information about the program’s demographic profile.  3. Provide back-to-industry experiences for the faculty (when appropriate).  4. Review the potential for sponsoring student scholarships, recognition programs, foundation programs, and other program enhancements.  5. Provide guest lecturers and opportunities for field trips.  6. Share information with other committee members concerning changes, trends, and issues in one’s own business or organization.  7. Identify job openings within one’s business or organization.  8. Identify job titles in areas of work related to the career | Review of current membership and identification of areas not represented on the Committee | October November | Addition of 2 members |