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2020/2021**

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**Polaris Career Center  
Business Advisory Council  
Guidelines**

**INSPIRING  
OUR STUDENTS  
TO ACHIEVE  
CAREER SUCCESS**

2020/2021

*Congratulations on being selected to serve as a Polaris Career Center business advisory council member for the 2020/2021 school year.*

*Thank you for your willingness to contribute your time and expertise as we prepare students to become quality workers and lifelong learners.*

**Ohio Department of Education  
Administrative Rules**

**3301-61-03 (E) Career-technical advisory committees reflecting career fields and authorized by local boards of education shall engage business/industry and postsecondary representatives and utilize input from professional associations, labor, government, and the community. Advisory committees shall identify new and emerging careers; advise current programs on curriculum, assessment, work-based learning, facilities and equipment; and engage educators to improve and expand programs.**

### **Function of Business Advisory Councils**

An advisory council is a group of highly qualified individuals who provide industry appropriate recommendations for continuous improvement of career technical programs. Advisory councils shall identify new and emerging careers; advise current programs on curriculum, assessment, work-based learning, facilities and equipment; and engage educators to improve and expand programs. The council exists to advise, assist, support and advocate for career technical education; it has no legislative or administrative authority.

## **Our Mission**

Inspiring our students to achieve career success.

### **Business Advisory Council Member Responsibility**

Each member is expected to attend meetings (two per academic year), participate in council discussion and contribute relevant input. Members are asked to maintain confidentiality and discretion in discussing official matters outside of the council meetings. Active, engaged council members are encouraged to partner with program teachers throughout the school year.

### **Roles and Responsibilities of Business Advisory Council Members**

- Provide information and recommendations to assure that facilities, equipment and teaching materials are up-to-date and similar to that used in business and industry.
- Provide input and make recommendations that will strengthen and expand career-technical education and curriculum.
- Encourage and strengthen partnerships between Polaris and the business community.
- Assist in providing authentic learning experiences for students.

### **Qualifications for Membership**

- Members should be enthusiastic about their field and the Polaris program they serve.
- Members must be currently employed in the industry represented by the council.
- Members should be cooperative, knowledgeable persons who have expertise, leadership, and work experience in the career-technical program they serve.
- Advisory councils should include a diverse representation of race, ethnicity, and gender.
- There should not be more than two members from the same company or organization on an individual program advisory council.

### **Council make-up should be as follows: (Ideal total membership 8-12)**

Business, Industry and Labor	5-7 members
Representatives of Higher Education	1-2 members
Community, Civic and Government	1-2 members
Current Student or Graduate	1 member (where appropriate)

Terms of office should be staggered to allow continuity of experience on the councils.