

## **WHAT IS A REGIONAL VOCATIONAL AGRICULTURE CONSULTING COMMITTEE?**

A Regional Vocational Agriculture Consulting Committee is a formally organized group to advise the operating Board of Education on matters pertaining to the program of vocational agriculture. The members selected to serve on the committee are recognized for their knowledge of agriculture, related occupations and education. The body possesses no legal authority. Their task is to advise the operating Board of Education regarding policy, programs, services and procedures related to the regional vocational agriculture program.

## **OBJECTIVES OF A REGIONAL VOCATIONAL AGRICULTURE CONSULTING COMMITTEE**

- Link between teachers, agriculture and labor in the community.
- Promote community public relations.
- Survey agricultural occupational needs and assess the skills, knowledge and attitudes needed for entering agriculture or related fields.
- Survey and recommend facilities and equipment.
- Advise on curriculum.
- Provide labor market need data
- Recommend competent staff. ‡ Review and evaluate programs and services.
- Support Future Farmers of America and FFA Alumni.
- Identify resources of the region.
- Inform students of programs and assist in placement and careers.
- Locate appropriate training sites.

## **THE FUNCTIONS AND DUTIES OF A CONSULTING COMMITTEE**

- Formulate and recommend an adequate vocational agriculture education policy.
- Recommend facilities and equipment needs of the program.
- Advise on enrollment procedures.
- Review and make recommendations on the Five-year graduate survey results.
- Serves as a liaison between the operating Board of Education and Boards of Education of towns served as well as that of the agriculture community.
- Advise courses and content to be taught.
- May recommend policy for Agriculture Education to the Board of Education.
- Can react to Board of Education policy regarding school policy or agriculture education.
- May recommend to Board of Education approval or disapproval of items affecting the agriculture education program.

## **MEMBERSHIP**

The operating Board of Education of the center and all the related sending Board of Education's to the Regional Vocational Agriculture Center shall appoint two members to the Consulting Committee.

- Representation from the many fields of agriculture and its related occupations is desirable.
- Members should be replaced on a regular and staggered basis. The suggested term is three years.
- The consulting committee may appoint ad hoc committee members, which are non-voting

## **LEADERSHIP**

Officers of the Committee should be a Chairperson, a Vice-Chairperson and a Secretary.  
Chairperson

- Sets and calls at least two meetings per year. ‡
- Develops the agenda for the meeting and ensure that appropriate notification of meetings takes place. ‡
- Should not be a member or employee of the operating Board of Education for the center. ‡
- Involves consulting committee members in the decision-making process to ensure participation and interest. Vice-Chairperson ‡
- Serves in the absence of the Chairperson. ‡
- Assists in planning and development of subcommittee activities. Secretary ‡
- Records the minutes of each meeting. ‡ Sends notice of meetings and correspondence of the committee. ‡
- Maintains a file of past meeting minutes, copies of Constitution and/or By Laws or written policies.

## **POLICIES AND PROCEDURES**

Written policies for activities such as membership selection, term of appointment, standing or ad hoc committee should be relevant to local needs. Long-range goals and objectives should be developed and reviewed annually.

**Meeting Scheduling** - Although the number of meetings is determined locally, a minimum of two meetings must be conducted each year.

**Physical Facilities**

- The meeting place should be conveniently located and comfortably arranged for the meeting with members facing each other.
- The room should be properly lighted and ventilated.
- Pencils and scratch pads may be provided. A chalkboard may be needed.
- Interruptions, including the telephone, should be avoided.

**Agenda** - An agenda should be distributed to members before the meeting. The agenda should include:

1. Roll Call
2. Introduction of Guests.
3. Approval of Previous Minutes
4. Special Presentations
5. Communications
6. Committee Reports
7. Old Business
8. New Business.
9. Adjournment Call to Order and
10. Adjournment

Meetings should have a definite starting and adjournment time. The Chairperson should begin the meeting on time, move through the agenda in a businesslike manner with sufficient discussion, and adjourn the meeting at the scheduled time.

### **Minutes**

Minutes are kept by the committee Secretary and distributed to the membership prior to the next meeting. Records should be filed with the operating Board of Education and at the Regional Vocational Agriculture Center. Copies should be forwarded to each sending board of education.

## **PUBLIC RELATIONS**

The community should be informed continuously of the value and purpose of the vocational agriculture education to encourage Committee members will act as advocates, advisors and spokespeople for the program.

### **The Advocate**

1. Apprise leaders of continuing needs of vocational agricultural education and remind the public of the correlation between quality education and economic development.
2. Encourage groups to invite members of the Committee to speak.
3. Tell of successful vocational agriculture education elsewhere.

### **The Advisor**

1. Participate in vocational agriculture programs and announcements events and meetings.
2. Aid in preparing curriculum.
3. Arrange tours of agricultural industry and facilities for students, teachers and guidance counselors.

### **The Spokesman**

1. Present vocational agriculture on radio and television.
2. Prepare and distribute information about agricultural careers.
3. To cite needs of local vocational agriculture education.