



Business Advisory Council Charter

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The Business Advisory Council is a standing volunteer committee made up of members of the business community. The mission of the Crooms Academy of Information Technology Business Advisory Council is to assist in guiding Crooms Academy of Information Technology towards its mission of providing cutting edge innovation in teaching and learning through a technology enriched academic environment and engaging students in a curriculum that prepares them for both admittance to college and the technology labor market.

Business Drivers

As volunteers and active participates of the Business Advisory Council, our benefits to our contributions include:

- Having opportunities to build relationships with other businesses.
- Having opportunities to create new business.
- Having access to the best and brightest young technical minds which are potential future employees.
- Being a stakeholder in the grooming and educational curriculum for potential future employees
- Being an active participant in the community
- Sharing individual knowledge skills with students and teachers

Goals

- Membership
 - Maintain a committee of 25 plus active members.
 - Ensure there is a broad and diverse representation from the workforce.
 - Conduct quarterly meetings with sub-committee's meeting monthly.
- Fundraising
 - Support the funding of annual scholarships.
 - Support the creation of an endowment fund for future scholarships.
 - Raise funds in support of various programs and groups including Academic Clubs, IT Certification programs, and Recognition programs.
- Job Shadowing
 - Develop job shadowing opportunities for Junior students
- Internships
 - Design paid internship positions for Senior students
- Curriculum Support
 - Provide Guest Speakers
 - Participate in Teach In Day
 - Participate in Career Day

Business Advisory Council Organization

The Business Advisory Council will be comprised of an Advisory Committee, Executive Committee, and Sub-Committees:

Executive Committee – a core group who represent the interests of the overall Business Advisory Council membership and oversee all activities of the Subcommittees.

Business Advisory Council Members - a larger group who are interested in participating in the mission activities and goals of the Business Advisory Council.

Subcommittees:

Membership/Marketing Committee-

Subcommittee will be responsible for new contacts for our BAC. Provide school liaison with the leads and the Student Ambassadors will provide tours and presentation at Crooms to recruit new partnerships. Use the list of special programs that we offer to secure business partner.

Curriculum Support-

Subcommittee will work to support the special curriculum programs—

Provide a guest speakers list for teachers and student to use as a resource

Teach In Day-scheduled in November throughout Seminole County. Help secure exciting speakers for the day.

Career Fair-in the spring

Project based learning (nonprofit organizations partnering with Crooms)

Job Shadowing/Internship-

Subcommittee will assist in the recruitment of IT companies to design:

job shadowing opportunities for juniors

paid internships for seniors

support school website by listing the opportunities (this is also part of the partnership to advertise for the companies that are working with Crooms)

Fundraising Committee-

Subcommittee will be responsible for organizing fundraising projects/events to support the BAC Senior Scholarship Fund.

Business Advisory Executive Committee Positions

All positions of the Executive Committee have a two year term. Position elections are rotated on a odd and even year basis. The Business Advisory Executive Committee will be comprised of:

❖ **Chairperson**

- This position is assumed by the Vice Chair position.
- Nominees must be a member of the Executive Board for a term of at least one year to be eligible.
- Responsible for overseeing all Executive Committee and Council activities.

❖ **Vice Chairperson**

- This position is elected and is the Chair Elect for the upcoming year.
- This position is elected on odd year (2007, 2009, 2011, ect)
- Responsible for overseeing all Subcommittee activities and assisting the Chairperson.

❖ **Fundraising Chair**

- This position is elected on even year (2008, 2010, 2012, ect)
- Responsible for all Fundraising subcommittee activities.

❖ **Treasurer/Secretary**

- This position is elected on odd year (2007, 2009, 2011, ect)
- Responsible for all administration, tracking, and reporting of funds raised by and spent by the Committee.
- Assist Chairperson in all communications with Council and Executive committee.

❖ **Scholarship Chair**

- This position is elected on odd year (2007, 2009, 2011, ect)
- Responsible for all Scholarship subcommittee activities.

❖ **Membership/Marketing Chair**

- This position is elected on even year (2008, 2010, 2012, ect)
- Responsible for all Membership recruitment and retention activities.
- Responsible for all Marketing subcommittee activities

❖ **Job Shadowing/Internship**

- This is a co-position made up of a representative of the school and the Business Advisory Council.
- The school representative is the internship coordinator from Crooms Academy of Information Technology.
- The Council position is elected on even year (2008, 2010, 2012, ect).
- Responsible for ensuring that all needs of the school are identified, communicated, and Council participation is provided.

❖ **Curriculum Chair**

- School representative position.
- Appointed by Crooms Academy of Information Technology.

❖ **School/Business Liaison**

- School representative position.
- Appointed by Crooms Academy of Information Technology

Nominations for all positions will occur during the August Council meeting. Voting/Elections will occur during the October Council meeting. Elected members will transition into positions for the January Council meeting.

Meeting Practices

Business Advisory Council Meetings

Council Members will meet quarterly on the 4th Friday (exceptions for holidays)

Executive Committee Meetings

Executive Committee will meet on a monthly basis on the 3rd Friday.

Subcommittee Meetings

Subcommittee meetings will be conducted on an as needed basis.

Funding and Time Commitment

Participation in all levels of the Business Advisory Council is on a volunteer basis with no direct remuneration or reimbursement to the contributing business. For the Council members to be effective, members must be able to make an ongoing time commitment to priority efforts. Approximate hourly commitments are as follows:

Member	Proposed Time Commitment
Executive member	48 hours annually
Council Members	10 hours annually
Subcommittee Members	24 hours annually

Approval

Submitted to and approved by the Business Advisory Council on August 24, 2007.

Revision History

Version	Date	Author/Editor
Draft 1	8/22/07	Jerra Willman
Revision 1 – Add Secretary/Treasurer per Committee approval 10/07	1/23/08	Jerra Willman