



BUILDING A WBL ADVISORY BOARD CHECKLIST

Great business partnerships begin with a vibrant advisory board. Use this checklist when considering who would be a good fit for your career program. Consider each and what they can offer to ensure a strong community-based business partnership.

- Brainstorm with other Transition teachers to decide who else to invite to serve on the Work-Based Learning Advisory Board

*Keep in mind it may be beneficial to have one board for more than one school

Consider inviting:

- Other WBL Coordinators / Teachers
 - School Guidance Counselors
 - Vocational Rehabilitation (Pre-employment Transition Services Representative, VR Counselors and/or VR Area Supervisors)
 - School Administrators
 - Local Workforce Investment Area Representative
(local office contact: <http://tinyurl.com/j2qtz8d>)
 - Your school's career club advisors
(TN DOE Career Club State Advisor contacts: <http://tinyurl.com/ztdddyds>)
 - Representative from the Chamber of Commerce
 - Local Business Representatives
 - Others you have thought would be valuable members:
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Develop an invitation that contains:

- The fact the person had been recommended to you
- The length of time the person would serve on the board
*Stagger the start dates for Board members
- When and where you will be meeting
- Give the person an avenue to RSVP
*Make sure to put the date you would need the form returned to you