



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: www.tn.gov/education/career-and-technical-education/student-organizations.html)
- Representative from the Chamber of Commerce
- Local Business Representatives

Others you have thought would be valuable members:

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