



# Farmworker Jobs and Education Program Advisory Board Guide

The Florida Department of Education,  
Farmworker Jobs and Education Programs (FJEP)

# Purpose of Advisory Board

The Advisory Board's purpose is to strengthen the Florida Jobs and Education Program it serves. The committee exists to advise, assist, support and advocate for the Florida Jobs and Education Program on matters that will strengthen employment opportunities for clients served by our agency. It has no legislative, administrative or programmatic authority and is **advisory only**. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for specific occupations.

## Advisory Boards:

- **Advise** – Advisory Boards assess specific areas of the Florida Farmworker Jobs and Education Program. Suggestions are designed to improve specific content areas. Suggestions should be presented in writing to the Administration.
- **Assist** – Advisory Boards help carry out specific activities. These activities could include placing students at employment sites, setting priorities, participating in ongoing planning activities of the program.
- **Support and Advocate** – Advisory Boards promote the Florida Farmworker Jobs and Education Program throughout the community. Promotion or marketing could include identifying industry and community resources, talking to legislators, speaking for the Florida Farmworker Jobs and Education Program meetings, writing articles for local newspapers or arranging for publicity.

## Effective Boards:

- Know the needs and develop a plan of action
- Set priorities for action, rather than trying to do everything
- Target specific activities that will have the greatest impact on the Florida Farmworker Jobs and Education Program
- Make sure they have the right expertise on the committee to work on the issues that have been identified for the year

## Board Structure:

The Board will have a chair, vice chair, and recording secretary who are elected for two-year terms by the membership. Elections will be held at the first meeting of the new membership year. These officers shall be the Executive Council for the advisory Board, in addition to the program administrator who will be an ex officio member of all Boards--standing and ad hoc. Duties of officers shall be those commonly ascribed to these offices. Officers shall be elected by simple majority of appointed members.

## Selection of Members

To provide effective communication between the Florida Farmworker Jobs and Education Program and the community, Advisory Board Membership should be representative of the total service area. Members should include the following:

- Representatives of local business and industry, including both labor and management
- Citizens within the geographical area served by the Florida Farmworker Jobs and Education Program
- Current and former students
- Gender balanced
- Representatives of special populations

Attributes that are desirable in members include:

- Interest – Members should be motivated persons who express sincere interest in the program. Members must be willing to devote the energy and attention required to do a good job. This means being dedicated both to their occupation and to the training process.
- Availability – Members are expected to attend meetings, work on projects and work in the community on behalf of the educational program.
- Character – Members should have earned the confidence of others in the community. Their good reputation will enhance the program's standing within the community.
- Skill/Experience – Members should be knowledgeable about the Florida Farmworker Jobs and Education Program.

### Process

Members are selected and appointed by the program administrator. Subsequent board members may be nominated for appointment by both the administrator and the Nominating Board.

A **confirmation letter** should be sent to Board members from the Advisory Board Chairperson following the acceptance to serve on the Board.

The Advisory Board Chairperson should contact the new members to welcome them to the committee and to provide them with appropriate material.

- **Term:** Member terms shall be two years. No member shall serve more than two consecutive terms, but a former member may be re-appointed after a one-year absence from the board.
- **Composition:** The Advisory Board shall consist of five (5) but no more than nine (9) members. Positions and vacancies are filled as the Board requires, specifically if there are specific areas of expertise required to meet the needs of the service population.

There will always be at least one person on the Board who represents the regional workforce agency, in addition to a current or former enrollee/client served by the program.

## Duties of Officers

The success of the Board depends in part on the leadership ability of the officers. The Board will have a chair, vice chair, and recording secretary who are elected for two-year terms by the membership.

**Chairperson** – The Chairperson’s leadership is the key to the board’s success. The Chairperson should possess the following skills and characteristics:

- Experience in business/industry in the community served by the Florida Farmworker Jobs and Education program
- Ability to manage meetings, plan and adhere to schedules, involve members in ongoing activities and reach closure and consensus on issues
- Skill in oral and written communications as well as willingness to make appearances community representatives to present, explain and justify recommendations
- Ability to delegate responsibility as well as willingness to accept responsibility for the Board’s actions
- Personal characteristics such as empathy, fairness, tolerance, sound judgment, and attentiveness

Responsibilities of the Chairperson:

- Work with committee members to plan and carry out the committee’s *Purpose*
- Prepare *meeting agendas*
- Preside at meetings
- Provide accurate information to all board members
- Keep board focused and involve all members in tasks
- Delegate tasks and follow-up work
- Arrange for presenting of background information and reports to the committee
- Appoint standing Boards and Sub-Boards
- Represent the Board at official meetings and functions
- Submit recommendations of the Board to appropriate administrators and groups
- Follow-up on Board recommendations or actions

**Vice Chairperson** – The skills and responsibilities of the Vice Chairperson are identical to those of the Chairperson, since the Vice Chairperson takes charge when the Chairperson is absent or cannot serve.

**Secretary** – The secretary records *meeting minutes* and performs clerical duties. Responsibilities include:

- Take minutes at meetings, prepare and distribute minutes
- Mail agenda, announcements, minutes and other information to members
- Help assemble and distribute necessary background information to members
- Correspond with representatives of schools and community as needed

### Orientation of Members

Orientation for all members should include:

- Review of the Program Advisory Board Guide
- *Advisory Board’s By-Laws*
- Summary of past accomplishments

## **By-Laws**

Effective Advisory Boards are guided by policies and rules that describe the purposes of the Board, its scope of responsibility and limitations and what is expected of Board members. These policies are written documents and are generally organized as By-Laws. By-Laws should be tailored to the needs and requirements of the program in which the program operates. Bylaws should be reviewed and discussed as part of the committee operation process at the beginning of each school year.

By-Laws are formal, written descriptions of how the committee operates. At a minimum, they include:

- Committee Name
- Purpose
- Members
- Officers
- Meetings
- Subcommittees
- Parliamentary Authority
- Amendment of Bylaws

## **Advisory Board Members**

Board Members have the responsibility to advise, assist, support and advocate for activities designed to strengthen and modernize the Florida Farmworker Jobs and Education Program. It is important those members:

- Plan and carry out a *Program of Work*
- Attend and participate in all meetings
- Suggest and develop agenda items prior to meetings
- Help to determine Board priorities and ways to achieve them
- Become familiar with the career and Florida Farmworker Jobs and Education Program
- Respect the rights and opinions of other Board members
- Accept and carry out assignments
- Promote career and farmworker education programs

# Planning and Conducting Advisory Board Meetings

## Planning Meetings

The Advisory Board must meet at least four times per year. Tentative meeting dates for the year may be set by the group during development of the Program of Work. It is recommended that the dates and times of Advisory Board meetings be announced.

Each meeting should focus on specific content or issues. The general planning process involves reviewing minutes of the last several meetings and the Program of Work in order to create the *meeting agenda*.

Meetings could be held at various locations. Holding meetings at a school enables committee members to gain a better picture of how the program operates. Meeting at business or industry sites gives recognition to committee members and their organizations and brings the instructor to the sites where students may be placed.

To prepare for the meeting, the Chairperson:

- Schedules meetings well in advance
- Establishes and publicizes time, date and location of each meeting
- Arranges for comfortable meeting room and any equipment
- Notifies committee members in writing of meeting date and agenda. Unless sent previously, include minutes of the last meeting with the agenda. *See Sample on Page 10*
- Confirms all arrangements several days before the meeting
- Emails committee members and staff to remind them of the meeting
- Prepares materials on the issues that are on the agenda

## Conducting Meetings

- State the purpose of the meeting and review the *agenda*
- Follow parliamentary procedures—Roberts Rules Website: [www.robertsrules.com](http://www.robertsrules.com)
- Encourage open and informal discussion
- Distribute and explain work assignments throughout the committee
- Set a tentative date for the next meeting prior to adjourning
- Keep members informed of activities and progress

## Minutes of Meetings

*Meeting minutes* include:

- Decisions, recommendations or motions made by the advisory committee
- Responses to questions or recommendations made at previous meetings
- Assignments to be carried out following the meeting (include what is to be done, who is in charge and the completion or reporting date)
- Items to be addressed at the next meeting (both new items and tabled items from the current meeting)

It is the duty of the Secretary to distribute meeting minutes as soon as possible following the meeting.

## **Program of Work**

Advisory Board members should keep two things in mind as they develop a *Program of Work*, the needs of the program and the requirements of the business community. To help Advisory Boards plan an effective Program of Work the following sequence of planning can be used:

### **Establish Priorities**

Advisory Boards are usually involved in some or all of the following areas:

- Community Relations
- Community Resources
- Curriculum Review and Updating
- Student Organizations
- Job Placement
- Staff Development
- Legislative Process
- Program Standards
- Program Review
- Recruitment

These areas of Advisory Board involvement are not meant to be all-inclusive, but are a starting point for discussion to determine the overall needs of the program. Four items should be considered as the committee discusses the priorities:

- Past accomplishments
- Current and future needs of the program
- Current and future needs of the community
- Student/participant outcomes

### **Develop Planning Tasks**

Once Board activities have been selected, identify steps to carry out the activities. Several factors need to be considered, including time, cost, people power, and community/school support. Some of these factors may influence how the committee carries out a given activity. It may be necessary to develop alternative planning tasks to accomplish the same end. List these planning tasks in the order in which they are to be carried out. Depending on the complexity of the task, there may be several steps under each task.

### **Assign Responsibilities**

The board chairperson should review and discuss each planning task with the entire board so that there is a clear understanding of each task. Individuals assigned should have a clear understanding of what is expected.

### **Establish Timelines**

Timelines allow the person(s) assigned to a given task to plan for its completion. Each person assigned to a specific planning task should know when the task is to be completed. Status reports should be presented at advisory board meetings.

## **Formulate Advisory Board's Recommendations**

A board recommendation or a specific board action is the desired outcome of any Program of Work. Board recommendations should be formulated after members have had sufficient time to study and discuss a specific issue. It should be recorded in the minutes that the board discussed the recommendations and that it approved them either by consensus or majority vote. Recommendations should be brief, clear and concise. Some recommendations may need to be preceded by a rationale which includes why such recommended changes are needed and how they would be beneficial to the program, school and/or community. The number of recommendations should be kept to a minimum. Recommendations should be submitted in writing to program administrator for his/her review and consideration.

The committee members must remember that they have no programmatic, administrative or legislative authority. Their recommendations are advisory in nature.

## **Progress Review**

A Program of Work evaluation should be completed periodically to determine:

- The extent to which the board is accomplishing the Program of Work.
- The extent to which the recommendations and actions have strengthened and improved the Florida Farmworker Jobs and Education Programs.
- Future direction, functions and activities for the board.

The evaluation and tentative direction for next year should be part of the agenda for the Advisory Board's final meeting of the school year.



## Invitation Letter Sample

Dr. Joseph A. Banks  
3210 Washington Circle  
Belle Glade, FL 32332

Dear Dr. Banks:

This letter comes per our recent conversation. The [Insert Agency Name] is delighted to invite you to apply to membership on its Advisory Board. As discussed in our initial conversation, the Advisory Board acts as an extension of the agency and is convened quarterly to advise, assist and advocate for the [insert agency name] and its programs and most specifically its constituents. To that end, the agency's primary mission is to provide workforce opportunities to its clients and workforce options to local employers.

Please complete the attached application. Again, the Advisory Board meets quarterly, and our meetings will last no more than one hour. You will be assigned to a committee that may meet more frequently between meetings. However, the impact of your work as you bring your expertise and your resources to bear, and the value of your contributions will prove immeasurable.

Please complete the application and return to me in the self-addressed envelope. Also, please read and keep the enclosed Charter for the Advisory Board. Upon receipt of your application, I will contact you further and forward you a letter of appointment that will outline your duties and the date of your first meeting.

Again, I am grateful for your willingness to serve the clients of the [Insert Agency Name] through your participation on the Advisory Board. If you have any questions, please feel free to call me at 850-123-4567.

Sincerely,

Program Administrator

## Confirmation Letter Sample

Date

Dr. Joseph A. Banks  
3210 Washington  
Circle  
Belle Glade, FL 32332

Dear Dr. Banks:

Congratulations on your two-year appointment to the [Insert Agency Name] Advisory Board. Thank you for your willingness to serve. Your contributions and input will keep the program effective, current, and relevant. Through your efforts, you will help to make our community a better a place to live and work for our clients and service population.

Your first meeting as a board member is scheduled for (date) at (time) in the (room, name and address of agency). This meeting will serve as an orientation meeting where you will be instructed on all of the programs and services offered by the agency and you will get a comprehensive overview of the duties and responsibilities of Advisory Board members, plus a tour of the facility.

I would like to meet with you prior to our first meeting to review the agenda and other materials. Please call me at your earliest convenience at 850-123-4567, so we can set up a time.

We look forward to working with you.

If you require any additional information, please advise.

Again, thanks!

Sincerely,

Program Administrator

## Meeting Notice Sample

Date

Ms. Jane Jones  
30 Orange Street  
Tampa, FL 33333

Dear Ms. Smith:

The next meeting of the Florida Farmworker Jobs and Education Program Advisory Board will be (date) at (location and time). Enclosed is a copy of the minutes from the last meeting, and an agenda and map with directions for the upcoming meeting.

If you are unable to attend this meeting, just notify me by (date). If you have any questions, please feel free to call me at 850-123-4567.

Sincerely,

Program Administrator

## Meeting Agenda Sample

(Name of FJEP Program)  
Advisory Board  
(Name of meeting Location, Address)  
(Date and Time of Meeting)

Call to Order	Chairman
Welcome/Introduction of Members	Program Administrator
Role of the Advisory Committee	Program Administrator
Overview of FJEP Program	Program Administrator
Old Business	Chairman
New Business	Chairman
$\frac{3}{4}$ Appoint Bylaws Subcommittee	
$\frac{3}{4}$ Discussion of a Program of Work Next	
Consent Agenda Items	Chairman
Meeting Date, Time and Location	
Adjournment	

# Meeting Minutes Sample

Florida Farmworker Jobs and Education Advisory Board  
Meeting Minutes  
Tampa Public School, Room 10  
November 20, 2013

**Members Present:** Jane Smith, John Doe, Sally Jones, Tom Hill, Ed Shoes

**Members Absent:** Julie Cline, Mark Easton, Sarah Jacobs

**Others Present:** Becky Orange, Migrant Resources Manager

**Call to Order:** Chairperson John Doe called the meeting to order and expressed appreciation for attendance and participation. He stressed the importance of the Board's continuing support and assistance. Introductions were made.

**Minutes:** Minutes of the last meeting were approved as submitted.

**Old Business:** The Board discussed the need for computers in the health labs. The committee feels that students should be taught on the kind of equipment they will be using in the work place. Helen Chen volunteered to do some research and perhaps have Dr. Smith, Director of Nursing at the South Medical Center, present at the next meeting.

**New Business:** Chairperson Doe asked that the Board to look at and make a suggestion regarding adding more participants for the Florida Farmworker Jobs and Education Program. After a lengthy discussion, it was chaired for the next meeting.

The next meeting will be December 10, 2013 at the Tampa Public School, Room 10 at 7 pm.

**Adjournment:** The meeting was adjourned at 9 pm.

Jane Smith, Secretary