



JAMES MADISON ACADEMIC CAMPUS

**BE FUTURE READY**  
ACADEMY OF HEALTH SCIENCES  
ACADEMY OF FINANCE

## **ADVISORY BOARD BY-LAWS** **James Madison Academic Campus**

### **ARTICLE I - NAME**

The name of this board shall be the **JMAC Academies of Finance and Health Sciences Advisory Board** (“Advisory Board”).

### **ARTICLE II - PURPOSE**

The Advisory Board functions in an advisory capacity to a National Academy Foundation (NAF) member academy. The Advisory Board is an integral part of the learning experience for all academy students, bridging the world of the classroom with the world of college and careers.

### **ARTICLE III - OBJECTIVES**

The primary objectives of the Advisory Board are to:

1. Collaborate with the academy to prepare students for success in college and careers;
2. Review academy data, participate in the NAF Academy Assessment, and provide input on the academy action plan;
3. Develop and monitor annual board goals and support the performance of the board committees such that goals are met;
4. Provide teachers with curriculum support and professional development opportunities;
5. Assist students with classroom projects;
6. Provide students with a sequence of work-based learning experiences, including internships, based on the academy work-based learning plan;
7. Serve as a knowledgeable spokesperson and advocate for JMAC and the academies.

### **ARTICLE IV – MEMBERSHIP**

#### **Section 1. Membership**

1. The Advisory Board shall consist of at least 10 members, with 80% or more from the business community, and the remainder from higher education, parents, students, academy directors and school/district administration.

#### **Section 2. Membership Requirements**

1. Candidates must be nominated by a member in good standing of the Advisory Board and approved by the school Principal.
2. The selection of members shall be made without respect to race, color, creed, national origin, age, handicap, sexual orientation or gender.
3. Members of the Advisory Board shall receive no compensation for their services as Advisory Board members.

4. New members should participate in an orientation process to better understand NAF, the academy and the Advisory Board members' roles and responsibilities.
5. Each Advisory Board member will be required to serve on at least one committee.
6. Candidates are encouraged to provide support, to be determined after budget finalization and Advisory Board discussion, through in kind contributions and to consider financial contributions.
7. Candidates agree to carry out the strategies and action items outlined in Section 4 – Advisory Board Member Engagement Expectations.
8. Members must stay current with issues related to JMAC and the academies by reading the agenda and background material prior to disclose any conflicts of interest with JMAC and the academies.

### **Section 3. Membership Term and Meeting Attendance**

1. Advisory Board membership will be for a term of three academic years (beginning on or about September 1, and ending on or about August 31) which may be renewed every three years.
2. Any member may resign from the Advisory Board by giving written notice to the Chairperson. The resignation will be effective immediately upon receipt of such notice.
3. Any member of the Advisory Board who shall fail to attend 50% of advance notice meetings of the Advisory Board and 75% of advance notice committee meetings in any academic year shall be asked to resign from the Advisory Board. A member will be deemed to have attended a meeting if a duly qualified substitute attends on behalf of the member. It is particularly important that members participate in Strategic Planning meetings.

Attendance flexibility will be granted to members who have scheduling challenges but remain actively engaged in the advisory board and committee efforts.

4. Any Advisory Board member may be asked to resign from the Advisory Board at any time for any reason, with a recommendation from the principal, co-chairs of the Advisory Board and the chair of the committee on which the person serves by a majority vote of the members of the Advisory Board.

### **Section 4. Advisory Board Member Engagement Expectations.**

1. Contribute ideas and participate in task completion corresponding to the committee on which you serve.
2. Personally volunteer for a minimum of one work based learning activity each semester.
3. Recruit a minimum of two volunteers to participate in work based learning activities each semester.
4. Assist with growth of the NAF program through advocacy efforts and by introducing potential internship opportunities to the NAF Internship Committee

## **ARTICLE V - OPERATIONS**

### **Section 1. Meetings**

The Advisory Board shall meet at least quarterly (except during summer months). The Advisory Board Co-chairs will collaborate with the Academy Director to coordinate meetings and develop the agenda.

### **Section 2. Strategic Planning**

The Advisory Boards shall hold a full Advisory Board strategic planning meeting prior to the launch of each academic year which will establish the goals, committees and advisory board leadership.

### **Section 3. Committees**

The Advisory Board will operate Curriculum Support, Internship and Marketing Committees that meet as determined by the committee chair. The Advisory Board committee goals will be determined by the outcomes of the annual strategic planning meeting. The committees will be expected to provide support to each other's goals.

The responsibilities of the committees will be:

1. Curriculum Support – develop and execute strategies to recruit volunteers to support our NAF educator's Work Based Learning needs outlined in their course plans. Work based learning activities include securing volunteers to:

- a. guest speak about their profession or to teach a lesson,
- b. help students plan, build and prepare to deliver their projects
- c. observe and provide feedback during student project presentations
- d. support our career fair
- e. recruit organizations to hold field trips.

Our goal is to build a sustainable pool of volunteer and corporate resources to be involved with our program for years to come.

2. Internships – work with school staff to develop criteria for both students and sites for internships including

- a. develop selection criteria/process for both students and sites
- b. assist with developing and or delivering lessons, tools and resources to better prepare students for internship interview and employment opportunities
- c. recruit internship sites
- d. work with school staff to put processes in place that will retain and continue to build relationships with internship sites.

3. Marketing – develop strategies and resources that support the communication needs of the curriculum and internship committees. The goal is to provide quality, clear and engaging marketing and communication tools and programs that will inform prospective stakeholders (e.g. companies, business professionals, education professionals) of the opportunities to engage with JMAC leadership, educators, NAF students and the NAF Advisory Board.

### **Section 4. Quorum**

A simple majority of the Advisory Board members shall constitute a quorum for conducting Advisory Board business.

### **Section 5. Voting**

The Advisory Board shall not be a voting entity. The purpose of the Advisory Board will be to advise.

### **Section 6. Minutes**

The Chairperson will designate a person to record and distribute the minutes to all Advisory Board members. Minutes will be distributed to all members at least one week prior to the next Advisory Board meeting.

Revised August 29, 2017

## **ARTICLE VI - OFFICERS**

### **Section 1. Chairperson**

The Advisory Board shall have Co-Chairs—one from Finance and one from Healthcare. The Co-Chairs duties shall include, but not be limited to, preparing for all meetings, facilitating all meetings, ensuring that members are pursuing the purpose of the Advisory Board, and working to ensure the continuous development and sustainability of the Advisory Board.

### **Section 2. Secretary**

The Secretary may be an intern or a Public ally. The Secretary shall record and distribute the minutes of all Advisory Board meetings. The Secretary shall also keep a current list of Advisory Board members' names and contact information.

### **Section 3. Treasurer**

The Treasurer will be the school principal. The Treasurer shall record any fundraising efforts or other financial activity at each Advisory Board meeting.

## **ARTICLE VII - AMENDMENTS**

These by-laws may be altered, amended, or repealed by JMAC administration and the co-chairs of the board in consultation with the Advisory Board members.