

WCPSS Business Alliance Roles

The Mission of the Business Alliance is to link the resources from community stakeholders (businesses, educators, parents and other community members) to enhance the school-to-career transition of every student, as they become college, career and citizenship ready in their future leadership roles.

ALLIANCE CHAIR:

1. Main line of communication between Alliance Members and Academies' CDC
2. Responsible for the monthly meeting schedule, adherence to the schedule, attending all monthly meetings
3. Prepare the agenda for the monthly alliance meeting and communicate it to the members before the meeting
 - a. Create the agenda with input from CDCs and the alliance members
 - b. Agenda should be specific (not generic)
 - c. Ensure agenda is compatible with the meeting length (1 hr.)
 - d. Specify time for each agenda item
 - e. Align the agenda with the alliance mission and objectives
4. Conduct the monthly alliance meeting according to the agenda
 - a. Start the meeting on time
 - b. Adhere to the time limits or adjust to end on time
 - c. Communicate the meeting's desired outcomes
 - d. Focus the discussion on agenda topics
 - e. Complete every discussion with a decision, action, or item for the next meeting
 - f. Create an open and non-intimidating environment
 - g. Summarize the meeting results at the end
 - h. Critique the meeting (Plus, Delta)
 - i. Suggestions are anonymous in minutes
 - ii. Keep the strengths and address the opportunities for improvement
 - i. Follow up on action items
5. Frequent, ongoing communication with the school's Career Development Coordinator (CDC)
6. "Cheerleader" for new ideas, fresh approaches, alignment of Alliance goals with school's improvement objectives
7. Advocate for the future leaders
8. Participate in School-to-Career activities and academy activities when possible

ASSISTANT CHAIR

1. Assist Chair
2. Fill in for the Chair when Chair is absent
3. Assist in setting the agenda for the monthly BA meeting
4. Participate in School-to-Career activities and academy activities when possible

ALLIANCE SECRETARY:

1. Documents and distributes meeting minutes, action item spreadsheet
 - a. Include attendees in the minutes
 - b. Include key points of agenda items
 - c. Review actions at the end of the meeting to ensure accuracy and communication
2. Type minutes and distribute them with attached action item spreadsheet within one week of the meeting
3. Participate in School-to-Career activities and academy activities when possible

ALLIANCE MEMBERS:

1. Attend monthly meetings
2. Participate in School-to-Career activities and academy activities when possible
3. Help to promote the Leadership Academies
4. Help to recruit new alliance members
5. Help to recruit participants for STC activities

SCHOOL PRINCIPAL:

1. Provide the alliance with academy updates
2. Liaison between alliance, WCPSS
3. Ensure alliance goals, objectives and activities align with and enhance the School Improvement Plan (SIP)
4. Present the School Improvement Plan to the alliance annually

CAREER DEVELOPMENT COORDINATOR:

1. Central contact between the Alliance and the Academies
2. Coordinator for student and career development alliance activities
3. Coordinate Plus/Delta for all meetings
4. Assist Chair with maintaining agenda time limits
5. Coordinates posting of monthly meeting minutes
6. Liaison between teachers, students and Alliance members
7. Help recruit new Alliance members

PTSA LIAISON:

1. Attend monthly meetings
2. Report back to PTSA on monthly business alliance action items
3. Share monthly PTSA status
4. Help recruit new alliance members
5. Help to promote STC activities and academy activities
6. Participate in School-to-Career activities and academy activities when possible