



## **EXECUTIVE ADVISORY BOARD (EAB)**

### ***Purpose and Composition of the EAB***

The EAB leads and advises the District of Columbia Career Academy Network/Career and Technical Education (DC CAN/CTE) network in promoting work-based learning opportunities for CTE students through the effective action and leadership of industry advisory board (IAB) members and volunteers. Board members include the co-chairs from each IAB and representation from the participating school districts, institutions of higher education, District government and non-profit organizations. Also on the board are a strategy consultant and a NAF representative. As the network's oversight board, the EAB ensures the IAB's adherence to the mission, vision, and strategic plan.

Currently, there are 4 EAB meetings scheduled in a calendar year; 2 EAB "Industry Partner" meetings which only includes the EAB members representing their respective industries, and 2 EAB "General Membership" meetings which includes the full membership of the EAB. OSSE will work with EAB co-chairs to schedule all meetings prior to the beginning of the school year.

### ***Specific Roles and Responsibilities of the EAB***

The EAB Co-Chairs will be responsible for:

1. Recruiting influencers within the Washington metropolitan area and forming additional partnerships to maintain a robust leadership for the network;
2. Ensuring active engagement and participation of EAB members;
3. Setting the agenda and facilitating the EAB meetings;
4. Collaborating with the Office of the State Superintendent of Education (OSSE) Postsecondary and Career Education (PCE) staff on the strategic direction of the network, and
5. Advancing the EAB towards the vision and goals outlined in the EAB strategic plan.

The EAB members will be responsible for:

In collaboration with OSSE Industry Engagement (IE) staff,

1. Support the work of the IABs to ensure they are meeting their target goals with regards to WBL support for CTE students and teachers.
2. Develop and support implementation of the biennial strategic plan.
  - a. This would entail reviewing progress reports prior to each EAB meeting. A summary report would be presented and discussed at each EAB meeting.
3. Identify and share effective practices from IABs regarding student engagement in WBL opportunities, teacher support, and industry recruitment.

4. Elevate and explore solutions to persistent challenges to IAB success.
  - a. Items 3 and 4 would be the primary focus of the EAB meetings. OSSE's IE staff will help to surface potential challenges and/or effective/promising practices that could be highlighted in the EAB meetings for discussion.
5. Leverage professional networks to support IAB member and Industry Volunteer recruitment further expanding WBL opportunities for CTE students and teachers.
  - a. This will be primarily done outside of EAB meetings and will be supported by the development and provision of outreach and recruitment materials from OSSE's Industry Engagement staff. When a potential board member or volunteer has been identified, the EAB member would refer the individual to the Director of Industry Engagement who would help orient the industry representative to the myriad of ways they can support CTE students and work to onboard them in whatever role fits best.
6. Participate in an annual overview of student outcomes associated with the CTE system and provide actionable feedback that will help inform OSSE's strategic direction on CTE, WBL, and Industry Engagement.
  - a. This is a special performance oversight meeting which would happen once a year and would likely take at least 30 to 40 minutes of a meeting. This could be built into the existing EAB schedule or we could schedule a special performance oversight/planning meeting.