



[Insert Agency Name]
ADVISORY BOARD CHARTER/BY-LAWS

I. Principles

This document is authored to provide the protocols for the administration and parliamentary function of the **[Insert Local Agency Name]** Farmworkers Career Development Program (FCDP) Advisory Board.

II. Purpose

The purpose of this Board shall be to advise, assist and support and advocate for the Farmworkers Career Development Program on matters that will strengthen employment opportunities for clients served by our agency. Members are volunteers who share an expert knowledge of the career tasks and competency requirements for specific occupations. The specific purposes of the Board may include the following responsibilities:

- help recruit students into the program
- assist in placing students at employment sites
- assist by offering job mentoring and shadowing opportunities for students
- facilitate cooperation and communication between the FCDP program and the community
- offer recommendations for program improvement
- study number of workers needed by target occupation in the community advise the FCDP staff on economic development opportunities in the community
- assist the program in setting priorities, including participating in ongoing planning activities of the program
- third-party endorsements, introductions, making themselves available to attend meetings when appropriate
- support and advocate the FCDP program by helping to raise our profile and visibility

III. Relationship of Board Members to (Name of FCDP Program)

It is the role and sole prerogative of the **(Name of FCDP Program)** to enact policy. The advisory Board is expected to offer recommendations for program improvement and to provide information relevant to policies which impact the FCDP students, program and employment opportunities within the community.

IV. **Members**

Inaugural board members shall be selected and appointed by the program administrator. Subsequent board members may be nominated for appointment by both the administrator and the Nominating Board. Members shall represent a cross-section of community leaders and stakeholders and clients served by the program.

Term: Member terms shall be three 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) 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/student served by the program.

V. **Organizational Structure**

Officers: The Board will have a chair, vice chair, and recording secretary who are elected for one-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.

VI. **Procedural Rules**

By-Laws: The Board will adopt a set of written by-laws at the organizational meeting of the Board. The by-laws govern Board operation. By-laws require a two-thirds vote for adoption or change.

Board Orientation Training: All Board members are required to participate in Board Orientation Training. The training will be conducted by the program administrator, as outlined in the Board manual.

Meetings: A quorum shall consist of a simple majority of appointed members. The Board will meet at least **four** times per year. Written notice of upcoming meetings will be sent to Board members at least ten days before a meeting.

Minutes: Minutes of each meeting will be kept. Copies will be provided to the program administrator and Board membership within two weeks after a meeting.

Recommendations and Reports: Board recommendations and reports will be submitted in writing to the board. Documents will include both suggested action and justification for suggestions. The board will respond/react to such recommendations/reports in writing.

Dismissal: Members who are absent without reasonable cause from three successive meetings will be considered to have resigned their seat. The Board will move to fill the position.

Public Announcements: While members are expected and encouraged to discuss the FCDP of services within the community members shall not report opinions expressed in meetings, nor shall they report independently on Board action.

VII. Sub-Committees

Standing Committees of the Advisory Board will be as follows:

- Public Relations/Outreach,
- Workforce Training and Opportunities,
- Financial Literacy, and
- Ad hoc Sub-Committees shall be appointed by the program administrator as needed to accomplish the program of work.

VIII. Parliamentary Authority

Except as otherwise provided in its By-laws, the advisory Board shall be governed in its proceedings by the current edition of Robert's Rules of Order, Newly Revised.

Decisions will commonly be made by consensus. A formal vote shall be taken when a decision is required and it is to be documented for future reference as policy or in response to an action item, or if the decision requires referral to a higher authority.

Bylaws adopted [date]

Bylaws amended [most recent amendment date]

