ADVISORY BOARD
Best Practices

NAF — BE FUTURE READY

STRATEGIC PLANNING & MANAGING FOR OUTCOMES

The following best practices were collected during several national and regional convenings of advisory board leaders. Included in this resource are some considerations, best practices and supporting resources.

Best Practices

– Strategic plans support **collective impact** and **differentiated responsibility**.

– **Annual strategic planning** is recommended for most boards and is often an extended meeting. High-performing boards hold their strategic planning meeting at the end of one school-year to discuss what was accomplished the previous year, identifying new goals that are aligned to the academies needs and then they revisit and update the plan at the beginning of the new school-year.

– Use the **Advisory Board Impact Dashboard** to forecast work-based learning and internship needs, target board support for academy quality (Academy Assessment) and self-assess using the key performance indicators page.

– Plans are **working documents**, **to project manage** the board's work, that should be reviewed or updated at each meeting, noting progress, actions, and support needed. The plan should be **available to all** members, an owner often the Chair or Secretary owns and updates the plan.

– Committee structures – **focused on milestones, identify owners of work**. Build a core foundation for the board to ensure sustainment through membership and academy or district changes

– Setting short-terms objectives in place will allow more strategic planning and streamlined metrics management

– Determine clear **roles** and **responsibilities** for **each member** to set expectations

– Illustrate the importance of collecting **metrics** in **planning** and **achieving goals**: students provide direct feedback on +/- of WBL activities, parents and academy see metric-driven feedback, etc.

– **Understanding** the **academies needs** helps the board develop a plan and possible sub-committees in service of the defined needs.

RESOURCES (with resource location/use case)

Academy College and Career Readiness Events Calendar
ASH → WBL → All WBL Files → NAF Approach to Work-Based Learning (Overview Pages)

- Academy defines when specific activities will help deliver curriculum or reinforce college and career readiness skills in calendar form.

Advisory Board Strategic Plan and Meeting Agenda
ASH → Advisory Board → Develop

- Planning template providing space for a goal, action steps, owner/lead, due date.

Advisory Board Impact Dashboard
ASH → Results → Advisory Board Impact Dashboard
- Includes student enrollment, academy quality levels, and advisory board key performance indicators