

# Advisory Council

The counseling advisory committee can be one of your program's greatest assets. Use the following planning sheet to prepare for the meeting

1

Establish the purpose of the committee.

2

Think of 10 potential committee members

3

Will you have officers?

How often will the group meet?

Will you have a term of service?

If so, how long will members serve?

4

Think about your orientation.

How will you educate the committee about your program?

5

How will you show your appreciation to the group?

# ADVISORY CHECKLIST

## BEFORE

### TASK CHECKLIST

---

- PREPARE SNACKS IF YOU ARE SERVING REFRESHMENTS
- ASK PROSPECTIVE COMMITTEE MEMBERS TO SERVE.
- SET A TIME AND PLACE FOR FIRST MEETING
- SEND INVITES AND REMINDERS
- PREPARE PRESENTATION AND AGENDA. HAVE BUSINESS CARDS AND BROCHURE READY

## DURING

### TASK CHECKLIST

---

- MEMBERS SIGN IN
- ASSIGN SOMEONE OR BE PREPARED TO TAKE MINUTES AND A TIMEKEEPER
- ALLOW FOR QUESTIONS, DISCUSSIONS AND COMMENTS
- ANNOUNCE DATE OF NEXT MEETING

## AFTER

### TASK CHECKLIST

---

- SECURE ALL DOCUMENTATION FROM MEETING
- REFLECT ON WHAT WENT WELL AND WHAT NEEDS TO BE CHANGED
- SEND THANK YOU TO MEMBERS IN ATTENDANCE.

# ADVISORY AGENDA

- Welcome
- Introductions
- Purpose of Committee
- Discuss operating procedures:  
Will you have officers?  
How often the group will meet  
meeting structure & guidelines,  
term of service
- Educate members about your  
program - BRAG
- Data presentation
- Discuss outcome goals
- Discuss vision and mission  
statements
  
- Areas of the counseling program  
that would benefit from the  
group's support
  
- One or two short term activities
- One or two long term activities
  
- Designate a lead person for  
each activity
- Announce date of next meeting
  
- Refreshments
  
- Other \_\_\_\_\_
  
- Other \_\_\_\_\_

NOTES