

Southeast Early College & Career Academy

Work-Based Learning Advisory Committee By-Laws



Article I. SECCA Work-Based Learning Advisory Committee

The name of the organization shall be SECCA Work-Based Learning Advisory Committee. The organization shall be referred to as the WBL Advisory Committee throughout the by-laws.

Article II. Mission

The mission of WBL Advisory Committee is to assist with exposing and establishing opportunities for students to extend their classroom learning to real-world job placements.

Article III. Purpose

The purpose of the WBL Advisory Committee is to strengthen partnerships between employers, employees, schools, students, and parents. The WBL Advisory Committee members provide expert advice and guidance in his/her specific field.

Article IV. Objectives

The objectives of the WBL Advisory Committee are to assist the WBL Coordinator with preparing:

- students to be successful as entry level employees of the workforce
- students with essential employability skills needed in the workforce today
- employers with accessing students to become a part of their team
- employers with developing entry level job responsibilities for high school students
- connections between the student, the school, and the workplace

Article III. Meetings

The WBL Advisory Committee will plan to meet two times during the school year (Fall and Spring). Meetings will normally take place on the SECCA campus during the normal work day for lunch. Additional meeting may be called as needed.

Members of the WBL Advisory Committee will receive invitations with detailed information for meetings.

Article IV. Members (2022-2023 WBL Advisory Committee Members Attached)

The WBL Advisory Committee shall be composed of representatives of business/industry, secondary/post-secondary education, parents, and school representatives. Members of the WBL Advisory Committee will have representation from all school systems served by SECCA. Members should plan to attend two required meetings during the school year. Members are encouraged to attend any additional meetings, if called, and activities and events involving SECCA faculty and/or students.

Article IV. Officers

The WBL Coordinator will serve as the Chairperson for the WBL Advisory Committee. The chair will open and close the meetings, keep records (minutes) for the meetings, and send information to the committee members as needed. The WBL Coordinator will keep records of all meeting materials and information. Copies of meeting materials will be delivered to members, as requested, and to the SECCA CEO for documentation.