

Process - Advisory Committee Member Onboarding for Department Coordinators

This document lays out the Advisory Committee (AC) member onboarding process for department coordinators.

Additional information and resources may be accessed through the Professional Technical Coordinator Additional Duties radial dial on the Highline College website [Coordinator Resources](#) page. Resources include the [Highline College Advisory Committee Policy/Procedure](#).

General Information

Advisory Committees

- Must consist of no less than 5 members
- Must meet no less than twice annually
- Submit agendas and meeting notes for all meetings
 - [Agenda template](#)
 - [Minutes template](#)

Advisory Committee Members

- Serve “3” year terms
- At the start of each term, new and returning members must complete onboarding which consists of
 - [Washington State Ethics Board’s online ethics training](#)
 - [Highline College Advisory Committee Member Information Form](#)

Department Coordinator Responsibilities for Onboarding AC Members

- Invite prospective committee members to participate
 - Formally invite the candidate via email. Include the name of the committee you are inviting them to join. Please Cc the Workforce Pathways program manager on the email or forward candidate acceptance email to same.
 - mhowland@highline.edu

Workforce Office Staff Responsibilities for Onboarding AC Members

Workforce Pathways Program Manager Responsibilities

- Email onboarding materials to candidates once they have accepted the appointment
- Maintain required onboarding documentation
- Maintain the [Master AC Membership Tracking Log](#)
 - Department coordinators may view and download AC member information by committee.

AC Member Onboarding Materials

The AC member onboarding materials consist of the following:



- AC member welcome letter
 - Includes link to
 - Washington State Ethics Board's online ethics training
 - AC member information form (google form)
- AC member flyer

Please contact the Workforce Pathways program manager Mary Howland with questions or support needs.