

## CASE Advisory Policy

### **Purpose**

The purpose of the CASE Advisory Committee is to provide guidance to the CASE Director about CASE and to represent CASE states' programs and teachers. The committee is also charged with overseeing critical operational practices. CASE is an initiative of the National Council for Agricultural Education and all materials produced and disseminated are owned by The Council. The CASE Director reports status regularly to The Council.

In summary, the responsibilities of the CASE Advisory Committee are:

- to discuss operations of CASE and provide guidance for future programming,
- to serve as a network for the dissemination of updated information to CASE stakeholders and
- to represent CASE states' programs and teachers

### **Advisory Committee Members**

The CASE Advisory Committee shall be comprised of three representatives from each state that is implementing or is in the process of implementing CASE courses. These three representatives will be identified as the CASE State Leadership Team. One representative from each state will be the designated State Leader for CASE (Appendix A—*State Leader Designation*).

The following is a list of potential choices for a CASE State Leader:

- State Department of Education Staff – CTE Director or Agriculture Specialist
- State Department of Agriculture Staff – Agricultural Education Specialist
- University Faculty – Agricultural Education Teacher Educator, CASE Affiliate Professor, or representative from STEM or CTE discipline
- Community College Faculty – CASE Certified Affiliate Instructor or CTE specialist
- Regional CTE Coordinator – Agriculture or Natural Resources Specialist
- Secondary Agricultural Science Teacher – CASE certified

One CASE State Leadership Team member shall be designated as a voting member for that state. If a voting member cannot be present at a meeting, the voting member shall temporarily designate another member of the state team to vote. The voting member's temporary designation must be communicated at the beginning of the meeting.

### **Advisory Committee Responsibilities**

Due to the broad audience of the CASE Advisory Committee, advisory committee members do not directly act on pending business for the operation of the CASE project. Rather, all CASE Advisory Committee business is transacted by an Executive Committee composed of sitting advisory committee members. The CASE Advisory Committee is limited to the following business powers:

- Serve on sub-committees to advise on and develop proposals for action by the Executive Committee.
- Introduce proposals to the Executive Committee for discussion.
  - Proposals should be submitted via a standardized form two weeks before a scheduled Executive Committee meeting.
- Deliberate on proposals brought forward to the committee for discussion.

The responsibility of this advisory capacity is to provide leadership to meet the mission and vision of the initiative.



### Ex-officio Members

The CASE Advisory Committee will include ex-officio members that represent critical stakeholders CASE. Ex-officio members will participate in advisory committee meetings to provide relevant discussion and provide advice when appropriate. Ex-officio members will not have a vote toward action including recommendations to the Executive Committee, except where noted.

The following are the identified ex-officio members. Other ex-officio members can be added to the committee at the discretion of the Executive Committee.

- The Council Managing Director, with a vote per the MOU
- National FFA Foundation Staff
- National FFA State Relations Specialists
- CASE Director
- CASE Staff/Team
- CASE Affiliate Faculty \*if not a State Leader\*
- CASE Hosts \*if not a State Leader\*

### Compensation

There is no compensation for CASE Advisory Committee members or Executive Committee members.

### Advisory Committee Meetings

The advisory committee will meet virtually every quarter. The suggested timeline is March, June, September, and December. A predetermined meeting time and day will be communicated one month in advance. Each advisory committee meeting will not exceed 90 minutes. The Executive Committee can call special sessions at any time to address critical business items.

### Meeting Logistics

Coordination and preparation of meeting materials and logistics will be completed according to the schedule provided below. All CASE Advisory Committee documents will be housed on the CASE Advisory Committee Resource Center. <https://sites.google.com/case4learning.org/advisory-committee-resources/home>

Task	Responsible Party	When/Where
Agenda	Executive Committee Chairperson and CASE Director	Available on Advisory Committee Resource Center (ACRC) 14 days prior to meeting
Virtual Meeting Set Up	CASE Operation and Marketing Coordinator	Available on Advisory Committee Resource Center (ACRC) 14 days prior to meeting
Financial Report	CASE Director	Available on Advisory Committee Resource Center (ACRC) prior to meeting
State of CASE Report (quarterly status report)	CASE Director	Available on Advisory Committee Resource Center (ACRC) prior to meeting
Proposals or Documents for Review	Executive Committee Chairperson and CASE Director	Available on Advisory Committee Resource Center (ACRC)
Minutes of Meeting	Executive Committee Chair Elect	Posted on Advisory Committee Resource Center (ACRC) after the meeting