

Sample Letter To New Advisory Committee Member

(SCHOOL LETTERHEAD)

Dear Advisory Committee Member:

Thank you for agreeing to serve on the collision repair program Advisory Committee. Advisory committees play a critical role in the functioning of our technical programs by providing information which assures credibility and validity of our programs.

As we discussed on the phone, Advisory Committees provide assistance in many areas including curriculum assessment, verification of student proficiency standards, equipment recommendations, student placement, and student follow-up.

Members serve a three year term with the period of service usually beginning in the fall. Advisory Committees meet at least three times during the academic year and such meetings generally do not last longer than two hours. Sub-committees may meet more often for a specific purpose. Committees range from 7 to 15 members with college staff filling non-voting positions for the purpose of providing information.

We value the time and energy you give and appreciate the service you provide. Your commitment to quality education is key to the excellence of our program. We look forward to working with you. If you have any questions, please give me a call at (Phone), ext. _____.

Cordially,

Program Administrator