|  |  |  |
| --- | --- | --- |
| **Committee name** | **Tasks** | **Members (chair)** |
| Membership/  recruitment | Establish a recruiting plan in cooperation with the Academy Director/Manager.  Organize a Speakers Bureau to have people available for school recruitment visits, parent conferences, and recruitment assemblies.  Assist in the development of recruitment material (flyers, slide shows, videos, brochures or other communications materials). |  |
| Internship | Assist in locating and evaluating potential internship positions.  Review internship experiences annually to ensure quality experiences for the students.  Assist in the development of a pre-internship orientation program for students and internship providers.  Develop a student career shadowing/mentor program. |  |
| PR/Marketing | Develop an annual Academy public relations plan.  Assist in the preparation and the distribution of media materials. (Companies may be willing to provide in-kind contributions to this effort.)  Develop a local media list including the names, addresses and phone numbers of print and electronic journalists, business associations, industry related organizations, etc.  Invite members of the media to Academy activities.  Assist in the promotion of special Academy activities (ie: graduation, awards ceremonies, student competitions, etc.). |  |