

## IMPLEMENTATION CHEAT SHEET

### How to Develop a Business Advisory Council

A Business Advisory Council (BAC) is a group of businesses that meet periodically to serve as a sounding board for ideas on how to address matters related to their business interests. A BAC can help organization in a variety of ways, such as: a) provide insight on key market trends, and current and future labor market needs, b) inform the design and customization of curriculum for short-term and long-term training programs, c) advise on the technical and employability skills that are in-demand in their business and industry, d) advocate for policy changes that can remove barriers to access jobs and career opportunities, e) aid and support system-wide collaboration and the formation of public private partnerships to build career pathways within and across industries, and f) open the door for businesses to provide broader support to your organization's mission.

#### Depending on your objective, a BAC can take on various forms

##### STRATEGIC

**Who:** C-Level

**Meetings:** Bi-Annually

**Role:** Review market trends, current, and future labor market needs; explore strategies for capitalizing on major projects or market shifts; and advocate for policy changes that can make impact at scale.

**Tips:** include local chamber, political representatives, and other key influential leaders.

##### TACTICAL

**Who:** Specialists

**Meetings:** Quarterly

**Role:** Development training curriculum, conduct mock interviews, build out a new component of a training program, brainstorm solutions from a gap in the market.

**Tips:** include subject matter experts from various departments (Human Resource, Production, Etc.)

##### COMMITTEE

**Who:** Mix of Roles

**Meetings:** Monthly

**Role:** This council can be used for a variety of purposes. Form sub-committees to focus on specific tasks or have a different focus for a certain period within a year.

**Tips:** Start with a clear focus in mind and expand the focus of the group over time, as you show impact.

#### Four steps to starting a BAC

**1) DEFINE A CLEAR FOCUS:** Create a vision and define a purpose for the council, and articulate clear expectations for business leaders who are often pressed for time.

**2) OUTLINE A CHARTER OF OPERATIONS:** Establish the ground rules to guide members on how to engage when they meet to position the group to maximize their time and potential

**3) RECRUIT THE RIGHT PEOPLE:** Select the right people from each business, based on the focus of the committee. See the section above to help determine whom to recruit.

**4) IMPLEMENT THE COUNCIL:** Invite the right voices to the first meeting to build excitement for the launch of the council. As you implement the council, track and articulate your progress to the members and key stakeholders that support the council.