

Date

Name & Title

Address

City, State Zip

Dear [_____],

I am pleased to invite you to become a member of the [_____] Advisory Committee at Lane Community College. Advisory committees serve an essential role for the college, providing valuable information and direction as we make program decisions.

[_____] Advisory Committee members work with the [_____] staff to ensure that [_____] program(s) are addressing current business, industry, labor and professional employment needs, and that the knowledge and skills students receive are current with those needed in the workforce.

We have come to rely on the assistance of advisory committee members in program design and evaluation, liaising with the community, student recruitment, legislative advocacy, fundraising, and securing equipment donations. These activities make a huge difference in our ability to provide a quality learning experience for students. It will be even more important in the future as we continue to deal with fiscal challenges.

Committee members are appointed for three-year terms serving in a voluntary, consultative capacity to the college programs. Members are expected to attend quarterly meetings, suggest agenda items, serve on subcommittees as requested, follow through on assignments, and become thoroughly familiar with our [_____] program(s).

Your participation in the [_____] Advisory Committee will ensure a flow of advice and recommendations critical to keeping Lane's [_____] program(s) current with the needs of our community. Our goal is to address the employment and educational needs of our [_____] program, and your expertise in the field is a key component in meeting that goal.

I hope you will consider being an active participant of the [_____] Advisory Committee. Please let me know as soon as possible if you will join us as a member at our next meeting scheduled on [_____] from [_____] at [_____].

Sincerely,

Lane Advisory Committee Coordinator and Division Dean