

February 4, 1998

To: HRD Coordinators/Directors

From: Barbara A. Boyce

Subject: HRD Advisory Board

It's time that we elect new HRD Advisory Board Members. Attached you will find a revised copy of the HRD Advisory Board Handbook. This handbook contains information related to the membership, purpose and responsibilities of Advisory Board members. The following is a brief summary of the information in the handbook:

Each region will be electing their own chairperson-elect and regional representative.

There was an At-Large position added to the board titled "Recorder" whose main responsibility is to take minutes at state and regional HRD meetings. This position is not "region" specific and will be voted on statewide.

We encourage any HRD staff who has been with the program for at least one year to submit their name for the nomination.

All nominations must be submitted to the State HRD Office by February 28.

The input I receive from the State HRD Advisory Board is vital to the growth and stability of the HRD program on both the state and local level. I realize that everyone is busy with their job responsibilities. But, this Board is not just for a certain (same) group of people. It is open to any HRD staff who meets the eligibility guidelines. Please take the initiative and get involved.

Thanks in advance for your cooperation!

Attachments

CC: Presidents

CC-98-023