

5.2 Local Advisory Committee



Effective Date: July 1, 2007; titles updated July 1, 2008

Revises Previous Effective Date: N/A

I. Policy:

The local eligible program will establish an Advisory Committee for each service area or county according to the *Local Advisory Committee Tasks, Functions, General Information, and Requirements*.

The applicant for adult education grants will consult with other appropriate agencies groups and individuals that are involved in, or interested in, the development and implementation of activities described in the Request for Application (RFA) through a Participatory Planning Committee.

II. Applicability:

This applies to all Adult Education offices and employees associated with the Technical College System of Georgia.

III. Related Authority:

P. L. 105-220 Section 224, Section 231
O.C.G.A. § 20-4-11-7

IV. Definitions:

Local Advisory Committee: a volunteer committee established locally to assist the local eligible program in achieving its organizational goals.

Local Advisory Committee Member Recommendation (LAC-1) and Local Advisory Committee Requested Changes (LAC-2): documents used to recommend and change the individual membership and composition of the Local Advisory Committee.

V. Attachments: (Use the back button on your browser to return to this section after viewing an attachment).

[Local Advisory Committee Tasks, Functions, General Information and Requirements, LAC 1 and LAC 2](#)

VI. Procedure:

The implementation of the local advisory committees rests with the local eligible program.

Local Advisory Committee

- Requirements and procedures for the Committee are set forth in the *Local Advisory Committee Tasks and Functions*.
- Membership forms are submitted to the Office of Adult Education in accordance with membership requirements as outlined in the *Local Advisory Committee Tasks and Functions*.
- Records should include minutes of all meetings, agendas, and sign-in sheets.
- The Committee should be actively involved in assisting with the local eligible program through tasks and functions such as:
 - The identification and recommendation of goals, objectives, target groups, programs, curricula, and delivery methods for adult education programs.
 - The development and recommendation of associated short and long-range plans.
 - The performance of other activities as may be directed by the Department to provide the most effective delivery of adult education programs.

RFA Participatory Planning Committee:

The Committee may assist with:

- Assessment of the needs of individuals for adult education and literacy activities
- Assessment of individuals most in need or hardest to serve
- Assessment of demonstrated need for English Literacy Programs

VII. Records Retention:

The local eligible program will adhere to the Record Retention Policy which is available in the attachment section of Policy 2.3.