

Suggested Procedure for Apprenticeship Committee Meetings

The Washington State Apprenticeship and Training Council feels that the success of local apprenticeship committees depends upon meetings being short and business like. For this reason, the following procedure is suggested:

- Opening
- 1. Minutes of previous meeting
- 2. Correspondence
- 3. Unfinished business from previous meeting
- 4. New business
- 5. Interview of applicants and/or review of applications for apprenticeship
- 6. Reports:
 - a. School
 - b. Employer
 - c. Labor
 - d. Consultants
- 7. Adjusting differences
- 8. Consideration of continuance of apprentices on initial probation
- 9. Individual progress reports
- 10. Approving completion of terms of apprenticeship
- 11. Good and welfare of the apprenticeship program
- 12. Time and place of next meeting
- Adjournment

Copies of the minutes of apprenticeship meetings need to be submitted to the Washington State Apprenticeship and Training Council within 30 days of the meeting.