

## **NORTHEASTERN WORKFORCE DEVELOPMENT BOARD (NWDB)**

### **Board Chair Job Description**

The NWDB will direct the use of employment resources for the benefit of its citizens and current and future employers by:

- Nurturing Partnerships
- Working in conjunction with local economic development initiatives, and
- Being mindful of the needs of the local economy

**The Board Chair will assume a leadership role in supporting and maintaining the strategic vision set by the Board.**

#### **DUTIES:**

- Be informed about the NWDB's mission, services, policies and programs;
- Chair meetings of the Board. See that the Board functions effectively, interacts with management optimally, and fulfills all of its duties.
- Keep the meeting on track and focused on *results*, ensuring that all members have an opportunity to speak, and facilitate clear communication;
- Assist the Executive Director in recruiting Board and other talent for whatever volunteer assignments as needed;
- In conjunction with the Executive Director establish ad hoc committees when necessary for the purpose of furthering Board goals;
- Solicit input and participation of the private sector for provision of services to the residents of the region;
- Promote workforce development policies that improve the social and economic life of the community such as the WorkReady Credential program;
- Serve on the Board's Executive Committee as a voting member;
- Call special meetings if necessary;
- Appoint all committee chairs and with the chief executive, recommend who will serve on committees;
- Assist chief executive in preparing agenda for board meetings;
- Assist chief executive in conducting new board member orientation;
- Participate in the recruitment and interview of a new Executive Director. Review resumes and participate in interview process of *finalists* for the Executive Director's position. Combine professional and LWIB experience and provide feedback/assessment of final candidates;
- Represent WIB at other local and state meetings

#### **QUALIFICATIONS:**

- Desire to make a positive impact on the quality of life in the community;
- Commitment to devote time and talent in partnering with other organizations to improve the quality of the workforce;
- Belief in the shared values of universal service, customer choice, performance based accountability, systems integration and life-long learning;
- A demonstrated interest in the Board's goals;
- Possess leadership experience and/or knowledge in at least one of the following areas: evaluation, training, program development, policy administration, finance, personnel planning, human resource administration, or public relations; and;
- Representative of the business sector-

#### **TIME REQUIREMENTS:**

- **The Board will meet quarterly, utilizing standing and ad hoc committees to introduce new issues or to problem solve. The Chair should plan on being kept informed of progress of all NWDB committees. Average overall time commitment for leadership is approximately an additional three (3) hours a month above that of a regular board position to include providing accessibility to the executive director.**