

NORTHEASTERN WORKFORCE DEVELOPMENT BOARD

Board Member Job Description

Organization: Northeastern Workforce Development Board (NWDB)

Federal Register: 3. Subpart C—Local Boards

Section 679.300 *What is the vision and purpose of the Local Workforce Development Board?*

Proposed § 679.300 explains the purpose of the Local Board. The Local Board represents a wide variety of individuals, businesses, and organizations throughout the local area. The Local Board serves as a strategic convener to promote and broker effective relationships between the CEOs and economic, education, and workforce partners.

The Local Board must develop a strategy to continuously improve and strengthen the workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs to promote economic growth. Local Board members must establish a platform in which all members actively participate and collaborate closely with the required and other partners of the workforce development system, including public and private organizations. This is crucial to the Local Board's role to integrate and align a more effective, job-driven workforce investment system.

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 NWDB promotes a strong collaboration between workforce and economic development systems. The Board has been strategic in aligning workforce policy to compliment economic development efforts of the various economic development organizations within the region.

Board Member Duties:

- Participate in strategic and collaborative planning related to workforce development;
- Attend all board and committee meetings and functions, such as special events;
- Be informed about the organization's mission, services, policies, and programs;
- Review agenda and supporting materials prior to board and committee meetings;
- Serve on committees or task forces and offer to take on special assignments;
- Inform others about the organization;
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the workforce system;
- Keep up-to-date on developments in the workforce system;
- Speak on behalf of the NWDB;
- Follow conflict of interest and confidentiality policies;
- Identify an individual to act as proxy and report on outcome of quarterly Board meeting when unable to attend.

Ingredients and Qualifications for members of the board:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, perform self evaluation, and be willing to grow.
- Develop certain skills if you do not already possess them, such as to: recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.

- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and a sense of humor.

Meetings and time commitment:

- The NWDB meets quarterly in March, June, September and December (**Times and Dates to be determined by the board**)
- Board members are expected to join at least one ad hoc group or standing committee to facilitate a project or initiative supporting the workforce system in the Five County area.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend special events (Board Development and/or Employer Networking etc.) or meetings as they are determined.
- Board members are encouraged to share board information with his/her colleagues both inside their work and outside with community clubs (i.e. Rotary Club etc.)
- Board members can assign work colleague to “sit in” for board member if needed.