

WIB Member Job Description

The purpose of the Workforce Innovation Board is to be the region's expert and leader in workforce development, by identifying workforce issues and concerns and by bringing together the necessary assets to facilitate solutions that foster prosperity for all. Activities of the board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong area-wide workforce development system to support a more inclusive economy; convening groups of businesses, schools, and other organizations to develop solutions to workforce development challenges; and overseeing the local CareerForce site.

Member Qualifications

- Desire to make a positive impact on the region's economy by helping shape a workforce development system that meets the needs of employers and individuals.
- Commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the local workforce.
- Position as a senior-level decision-maker in your organization.

Expectations

- Regularly attend board and committee meetings.
- Join and participate actively in at least one standing committee of the board.
- Be prepared for board meetings by staying informed about board matters, reviewing materials sent in advance of the meetings.
- Get to know and respect other board members, building collegial relationships that contribute to effective decision making.
- Act and vote on behalf of the long-term interests of the board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the WIB, WIB staff, the Administrative Entity (One-Stop-Operator), service providers and the Chief Elected Officials.
- Take advantage of opportunities to become more educated about the Workforce Innovation Board and the region's workforce development system.
- Act as an ambassador of the board with other community groups and businesses.
- Notify WIB staff when you are unable to attend meetings.

Time Requirements

The board meets bi-monthly with meetings normally lasting 1.5 hours. Most committees meet bi-monthly with meetings normally lasting 1 hour.

Average time commitment for members is approximately four–five hours per quarter. Individuals are appointed for two-year staggered terms.