



## Board Member Job Description

**Organization:** North West Workforce Investment Board (WIB)

**Region:** Six county region of Erie, Crawford, Clarion, Forest, Warren, Venango

**Support organization and Fiscal Agent:** Regional Center for Workforce Excellence (RCWE)

**Responsible to:** Chairperson of Board of Directors and Committee chair of committee you agree to participate on.

Estimated Time Commitment: 35-40 hours per year

### Your Roles and Responsibilities

- **To collaborate and serve** as a member of the region's workforce strategic council that work together to create a strategic vision and provide overall strategic direction, measurable goals, outcomes and performance measures for a employer driven workforce development system in NWPA.
- **To contribute** your specific expertise, skills and talents to make the Board as productive as possible and have fair representation of the various agencies, industries and counties.
- **To participate** and ensure a committee structure that is aligned to the overall strategic plan developed by the WIB which provides the ability to: adequately review proposals, conduct effective oversight of contracts and program operations, ensure financial sustainability, achieve long-range planning to enhance regional competitiveness, and effectively communicates and market programs to the community.
- **To understand** current trends and best practices in workforce development and the specific workforce development needs of the region in order to establish and promote workforce development policies that improve the social and economic life of the region.
- **To disseminate** labor marketing information and employment data on industry needs and trends.
- **To provide overall governance** of the system by offering guidance and oversight on the use of funds and the delivery of services by monitoring and providing strategies for continuous improvement based on customer satisfaction feedback and results oriented accountability and performance measures.

Orig Date: February 13, 2009

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- **To be an advocate** for the system by taking a leadership role in promoting a strong and vital partnership between the business, economic development and the workforce development community to ensure a workforce investment system that is market-driven and accountable.
- **To ensure** that the system is adequately funded utilizing allocated funds as well as actively pursuing competitive grant opportunities as well as foundation support.

## **Qualifications**

- Ability to see the big picture, think creatively and act strategically
- The desire to make a positive impact on the quality of life in the community.
- Hold a senior decision making position in your organization.
- Experience in partnering or building strategic alliances with other organizations.
- Belief in providing universal access, customer choice, performance based accountability, systems integration and life long learning.
- Sincere interest in workforce development and the willingness to participate actively, including regular attendance at board meetings, committee meetings and WIB retreats

## **Specific Time Requirements:**

- The NW PA Workforce Investment Board will meet every other month.
- Preparation for meetings and keeping current on workforce development trends and critical issues in the region requires between 1-2 hours of reading before meetings.
- The board utilizes a strong committee structure and involvement to oversee the system. Members are expected to participate on at least one committee which requires approximately 2 hours a month.
- In addition, members may be asked to participate in task forces and subcommittees are formed on an as-needed basis, are time-limited and represent temporary assignments for board members.
- Average time commitment for members is approximately two to four hours per month.



**Board Meeting Schedule:** Six board meetings per year

Dates:

November 6, 2009

January 8, 2010

March 12, 2010

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