#### **South Central Iowa Local Workforce Development Board Member Description**

***Position title:* Member, South Central Local Workforce Development Board**

***Purpose:*** The purpose of the South Central Iowa Local Workforce Development Board (LWDB) is to serve as our area’s expert and leader in workforce development by identifying workforce issues and concerns, and bringing together the necessary assets to facilitate solutions for our area’s prosperity. LWDB committees are part of the system, visionaries, advisors, and change agents, as well as custodians of the local workforce development system. They act as a voting member of the LWDB with full authority to develop policies for the operation of the Board; to monitor its financial and programmatic performance; and to connect the area with the resources needed to meet the needs of the businesses and job seekers that the LWDB serves.

***Qualifications:*** Desire to make a positive contribution to the area’s economy by helping to shape a workforce development system that meets the needs of employers and individuals. Commitment to devote time and expertise to working with other members on the board to provide your experience or knowledge as it relates to resource development, business operations, finance.

***Expectations***

* Attend one training session that explains the expectations and requirements
* Responsible to Chief Lead Elected Official (CLEO) and Vice CLEO to serve as a strategic convener to promote and broker effective relationships between CLEO and local economic, education, and workforce partners.
* Regularly attend and actively participate in board and committee meetings.
* Notify the director of the board when you are unable to attend meetings.
* Participate in committees to which you are appointed (see list below).
* Prepare for board meetings by staying informed about board matters; reviewing materials sent in advance of the meetings; and maintaining awareness of regional workforce development, education, and economic development challenges and opportunities.
* Analyze labor market information provided to you to identify employment trends, skill gaps, and education and training needs, and use to prioritize regional resources and service delivery.
* Comply with the Board’s policies and by-laws.
* Take advantage of opportunities to become more educated about the board’s duties and the region’s IowaWORKS centers and services.
* Foster a positive and fruitful relationship with all other Board Members.
* Act as an ambassador of the Board with community organizations and businesses.
* Act and vote on behalf of the long-term interests of the Board and the community.
* Avoid conflicts of interest. If a conflict of interest on a particular issue is unavoidable, disclose the conflict and follow Board policies for abstaining from discussion and/or vote on that issue.
* Understand and observe the respective roles of the LWDB, board staff, the One-Stop Operator, service providers, and the Chief Elected Officials.

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***Time Commitment***

* 1, 2, or 3-year term appointments
* Initial training session
* Committee meetings, generally occurring bi-monthly
* Additional events and ad hoc committees as requested
* Quarterly Board meetings
* Average is approximately 2 hours a month

***Benefits of Board Membership***

* Represent your community and organization on a regional level
* Guide local area service delivery and impact local business and job seeker needs
* Learn about workforce trends at the local, regional, state, and national levels
* Represent your industry’s workforce needs
* Network with other business owners, human resource professionals, and community leaders