SCIWA LWDB Issuance 3-6-2021

Effective 04-30-2021

**New Board Member Onboarding Policy**

Issuance No:

Effective Date: 04-30-2021

To ensure that new members of the South Central Iowa Workforce Area Local Workforce Development Board (SCIWA LWDB) understand their duties and responsibilities, the Executive Director shall follow this policy to provide orientation to all new members of the Board within 60 days of their onboarding.

The New Board Member Onboarding will include the following items:

* Composition and Roles/Responsibilities of the Local Board
  + Oversight requirements
  + Roles/Responsibilities of Chief Elected Officials, the Board and its members
  + By-laws and local governance agreements
  + Board Goals
  + Board Committees
* Workforce Innovation Opportunity Act (WIOA) background and expectations
  + Explanation of WIOA legislation
  + Statewide/Local WIOA performance measures
  + Key WIOA partners and their roles
  + WIOA funding streams
* Composition of Local Workforce Area
  + Local Plan
  + Job Center locations
  + Job Center services

All new board members will review and sign the Board’s Conflict of Interest policy as well as the onboarding attestation form.

Attachment 1: SCIWA LWBD Onboarding Presentation

Attachment 2: Onboarding Training Attestment

*The SCIWA Workforce Development Board is an equal opportunity employer/program.*

*Auxiliary aids and services are available upon request to individuals with disabilities.*