#### ***South Central Iowa LWDB Executive Committee Member Description***

***Position title:* Member, Executive Committee, 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 partner with board members 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 finance committee to provide your experience or knowledge as it relates to resource development, business operations, finance.

***Expectations***

* Regularly attend and actively participate in committee meetings
* Notify the director of the board when you are unable to attend meetings
* Prepare for meetings by staying informed about committee matters; reviewing materials sent in advance of the meetings
* Comply with the Board’s policies and by-laws
* Take advantage of opportunities to become more educated about the board’s duties and the area’s Iowa*WORKS* centers and services
* Foster a positive and fruitful relationship with all other committee members
* 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
* Handling urgent issues and acting on behalf of the SCIWA LWDB between meetings as needed and designated;
* Undertaking the transactional business of the board as specifically delegated to it by the Board. Such transactional business may include approval of contracts, budgets, and operational policies, communications with the Chief Elected Official Board, and other matters related to the administration of WIOA;
* Providing input on agendas for SCIWA LWDB meetings;
* Reviewing monthly reports and activities and recommendations of committees;
* Recommending the appointment and/or dissolution of regular and special committees;
* Reviewing, developing and recommending policies and procedures for the SCIWA LWDB and its committees;
* Reviewing any studies, reports, policy recommendations, or other documents submitted by regular or special committees before such studies, reports, policy recommendations or other documents are brought before the full SCIWA LWDB;
* Assisting with the establishment and negotiations of performance standards and measures for the SCIWA LWDB;
* Coordinating the review of the Strategic Plan. Convenes local workforce development system stakeholders to assist in the development of the local plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities;
* Conducting Public Hearings as necessary;
* Reviewing the Executive Director’s performance/salary/raises and any issues regarding human resource management.
* Making specific recommendations to the SCIWA LWDB regarding legislative issues;
* Performing such other duties or matters of business that are not explicitly vested in the other Standing Committees or that may be properly assigned to the Executive Committee from time to time by the LWDB or the LWDB Chair.

#### ***Time Commitment Benefits of Committee Membership***

* Network with other business owners, human resource
* Represent your industry’s workforce needs
* Learn about workforce trends at the local, regional, state, and national level
* Guide local area service delivery and impact local business and job seeker needs
* 3 year term appointment (can be adjusted if needed)
* Committee meetings which generally occur bi-monthly
* Additional events and ad hoc meetings as requested
* Average is approximately 2 hours a month