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

***Position title:* Member, Finance 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
* Perform oversight and monitoring of the Board finances
* Approve and recommend operating and program-specific budgets and any required modifications
* Approve and recommend the disbursement and payment of funds as defined by established policy
* Recommend, establish, enforce, and review all financial policies and procedures
* Review the One Stop Operator, Fiscal Agent and Service Provider financial reports on a monthly basis
* Track progress on percentages and amounts spent for specific programs
* Review and if appropriate, make comments on all federal, state and independent monitoring reports as provided by those monitoring/auditing entities;
* Work with the Board Executive Director to secure additional grants and funds for the workforce development area
* Partner with the fiscal agent to complete an independent audit
* Invite and add members to the committee that will provide expertise related to finance
* Additional assignments as determined by 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
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* Represent your community and organization on a regional level
* 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 ​​