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

***Position title:* Member, Operations 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. Committees partner with board members to develop policies for the operation of the Board; to monitor Board performance; and to connect the area with resources 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 operations committee to provide experience or knowledge as it relates to resource development and business operations.

***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
* Participate in opportunities to learn more 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
* Review quarterly performance reports and make recommendations for areas of improvement
* Develop Title I Adult/DW policies and procedures, based on state and federal guidelines
* Provide oversight and guidance of the One Stop Operator procurement process and Title I Adult/DW programs
* Serve as the policy and oversight entity for issues relative to the operations of the One Stop System
* Monitor quarterly continuous quality improvement activities
* Collect reports from the One Stop Operator and provide reports to the full Board
* Establish and maintaining the One-Stop Certification System
* Monitor and review customer satisfaction levels in the One-Stop Centers
* Review complaints or appeals made by Training Providers
* Review labor market information and trends; identify area employment and training needs; recommend programs and activities to meet identified employment and training needs; and make recommendations to the LWDB on WIOA-funded and appropriate non-WIOA funded employment and training programs
* Invite and add members to the committee that will provide expertise related to Operations
* 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