

South Central Iowa LWDB Youth Committee Member Description

***Position title:* Member, Youth 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 needsof 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 youth committee to provide experience or knowledge as it relates youth employment and training, youth development, and linkages to organizations serving youth in the local area.

# 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
* Help to identify gaps in services and develop a strategy to use competitive selections or community partnerships to address the unmet needs of youth
* Ensure compliance with WIOA requirements to including 75% of resources allocated to out-of-school youth and a minimum of 20% of resources allocated to work experience
* Oversee eligible youth providers, as well as other youth program oversight responsibilities
* Serve as the RFP committee for the Youth program and oversee the procurement process
* Develop the portion of the local and regional plan, and the Board strategic plan pertaining to youth
* Recommend policy direction to the LWDB for the design, development, and implementation of programs that benefit all youth
* Assist with planning, operational, and other issues relating to the provision of services to youth
* Propose the design of a comprehensive community workforce development system to ensure a full range of services and opportunities for all youth, including disconnected youth
* Suggest ways to leverage resources and coordinate services among schools, public programs, and community-based organizations (CBOs) serving youth
* Provide ongoing leadership and support for continuous quality improvement for local youth programs
* Invite and add members to the committee that will provide expertise related to youth
* Additional assignments as determined by the LWDB Chair

# Time Commitment Benefits of Committee Membership

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

and national levels

* + Guide local area service delivery and impact local business and job seeker needs
	+ Represent your community and organization on a regional level

**South Central Iowa Local Workforce Development Board Youth Committee Member Description March 2021**