



**WORKFORCE ALLIANCE**  
OF THE NORTH BAY  
DRIVING WORKFORCE TALENT

## WORKFORCE DEVELOPMENT BOARD - BOARD MEMBER PROSPECTUS

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<b>TITLE:</b>	Member, Workforce Development Board – Workforce Alliance
<b>RESPONSIBLE TO:</b>	Chairperson(s), Workforce Development Board & Governing Board
<b>ESTIMATED TIME COMMITMENT:</b>	Minimum 4 hours per month.
<b>JOB DESCRIPTION</b>	<p>The position of Board member is one of great responsibility because it guides the workforce development system and the programs available to businesses and job seekers in the region. Given their volunteer status, it is important that board members and staff understand their responsibilities and respect the time that is given in service for no payment other than satisfaction</p> <p>To this end, and to the best of one’s ability, a board member will:</p> <ol style="list-style-type: none"><li>1. Take a leadership role in forging strong and vital collaborations among business, local elected officials, government, and community groups resulting in an improved social and economic life of the community;</li><li>2. Contribute specific expertise from key industries, articulating evolving industry needs critical to aligning our workforce with the jobs of the community.</li><li>3. Develop contacts with organizations to implement the workforce delivery system envisioned by the board; ensure that the delivery system is measured by customer satisfaction and performance standards;</li><li>4. Develop and approve policy for public workforce initiatives in the region provided through the CareerPoint North Bay network, the region’s One-Stop Career Center system for employment and training services;</li><li>5. Promote the Board and workforce initiatives at every opportunity, through collaboration and relationship building with other businesses, organizations and groups;</li><li>6. Fully prepare and participate in Board meetings, including a semi-annual retreat.</li></ol>



7. Participate in developing and refining the vision of what the “workforce development” system will look like in Lake, Marin, Mendocino, and Napa Counties for business and workers, job seekers and youth.
8. Advocate on behalf of the Workforce Development Board and its programs within the business community in a manner which enhances the Board’s image and effectiveness in achieving its mission and goals.
9. Call matters of potential significance to the attention of the Board Chair, Executive Committee and/or Executive Director as appropriate.
10. Follow trends in workforce development and strive to continuously increase in knowledge of the industry.
11. Continuously evaluate Board performance in providing leadership to the staff and community in the workforce development arena and make recommendations for improvement and growth.

#### **QUALIFICATIONS:**

- ✓ Hold executive level management position in company/organization;
- ✓ Willingness to participate actively, including regular attendance at board and committee meetings;
- ✓ Specific experience and/or knowledge in at least one element: community development: evaluation, training, program development, policy administration, finance, personnel planning, human resource administration or public relations/marketing.

#### **BOARD MEETINGS:**

Please see the calendar.

#### **COMMITTEE MEETINGS:**

Meets at varied times, generally every other month.

