

TRI COUNTY WORKFORCE INVESTMENT BOARD

Board Member Job Description

Organization: Tri County Local Workforce Investment Board

§ 661.300 What is the Local Workforce Investment Board?

Subpart C—Local Governance Provisions from the Workforce Investment Regulations

(a) The Local Workforce Investment Board (Local Board) is appointed by the chief elected official in each local area in accordance with State criteria established under WIA section 117(b), and is certified by the Governor every two years, in accordance with WIA section 117(c)(2). (b) In partnership with the chief elected official(s), the Local Board sets policy for the portion of the Statewide workforce investment system within the local area. (c) The Local Board and the chief elected official(s) may enter into an agreement that describes the respective roles and responsibilities of the parties. (d) The Local Board, in partnership with the chief elected official, develops the local workforce investment plan and performs the functions described in WIA section 117(d). (WIA sec.117 (d).

The Tri-County Workforce Investment Board will direct the use of employment resources for the benefit of its citizens and current and future employers by:

- Nurturing Partnerships
- Working in conjunction with local economic development initiatives, and
- Being mindful of the needs of the local economy

The Tri-County Workforce Investment Board was strategically positioned as a division within Eastern Maine Economic Development Corporation to promote a strong collaboration between workforce and economic development systems. The Board has been strategic in aligning workforce policy to compliment economic development efforts of the various economic development organizations within the region.

Board Member Duties:

- Participate in strategic and collaborative planning related to workforce development;
- Attend all board and committee meetings and functions, such as special events;
- Be informed about the organization's mission, services, policies, and programs;
- Review agenda and supporting materials prior to board and committee meetings;
- Serve on committees or task forces and offer to take on special assignments;
- Inform others about the organization;
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the workforce system;
- Keep up-to-date on developments in the workforce system;
- Speak on behalf of the Tri County Workforce Investment Board;
- Follow conflict of interest and confidentiality policies;
- Identify individual to act as proxy and report on outcome of quarterly Board meeting when unable to attend.

Ingredients and Qualifications for LWIB Board:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, perform self evaluation, and be willing to grow.
- Develop certain skills if you do not already possess them, such as to: recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and a sense of humor.

Meetings and time commitment:

- The Tri County Workforce Investment Board meets quarterly in March, June, September and December on the second Thursday of the month, 8:30am to 10:30am, at Eastern Maine Development Corporation. Meetings typically last 2 hours.
- Board members are expected to join at least one ad hoc group or committee to facilitate a project or initiative supporting the workforce system in the Tri County area.
- Committees of the board meet an average of four times per year, pending their respective work agenda.
- Board members are asked to attend no more than two special events or meetings per year, as they are determined.