

# Board Member Responsibilities

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**General Responsibilities:** Every local workforce development system has a Board. This Board is responsible for making sure the organization is *effective and financially sound*. Specific responsibilities include:

1. Board members are responsible for making sure that funds are being spent in a responsible manner. Board members approve the annual budget and must review financial statements on a regular basis. The Board is responsible for making sure the organization has adequate insurance and an annual audit (often required by funders).
2. Board members are responsible for making sure the organization is well managed. They must make sure that the staff is ably led, have what they need to do their job, are supported, held accountable, and evaluated on a regular basis.
3. Board members are responsible for creating the organization's identity. This means that Board members need to develop and support the organization's mission, make decisions about program directions, and take part in long-range planning.
4. Board members are responsible for communicating and promoting the organization's mission and goals to their communities.

**Specific Responsibilities:** The responsibilities of a CRWDB member are very similar to a member of any Board of Directors. The overall responsibility is to use the member's knowledge, experience, insight, and influence to help achieve the purpose of the Board.

For a responsive workforce system there are several areas in which knowledge and insight are needed:

- What are the barriers faced by workers and job seekers in obtaining and maintaining employment that provides an adequate income?
- What are the hiring requirements of employers who have employment opportunities and what challenges are being faced by employers in finding and retaining a sufficient number of skilled workers to sustain and grow their businesses?
- What are effective strategies for bridging the skills gaps that exist between available workers and employers?
- What are the resources that are available to help bridge existing skills gaps and other barriers?

Members of the Board are selected because they have specialized knowledge/insight in one or more of these areas and they are in a position to influence the actions of other key decision-makers in the community. Members are also selected because they are executives or senior managers in their respective organizations. They will have the skills and experience in long-range planning, group problem-solving, capital investment strategies, and organization/business development. Members will be expected to bring their expertise in these areas to bear on the effective performance of the functions of the Board and the management of the workforce system.

The Board is a decision-making, not advisory, body. It has authority regarding the use of over 1.3 million dollars (current year) in annual funding. The Board can use its authority to significantly influence or leverage other public funds in support of workforce development activities. As the implementation of the Workforce Innovation and Opportunity Act evolves, the power and the scope of this influencing authority will grow.

## **Expectations of Board Members:**

- Board members are expected to be an active participant in the Board's proceedings and attend a minimum of 40% of the Board and assigned committee meetings. Only unexcused absences will be considered in determining the percentage of absences.
- Board members are encouraged to be a member of at least one of the standing committees or subcommittees of the Board. These committees will meet as deemed necessary. Committees meet to review information presented or requested and to prepare recommendations for board approval.
- Board members are expected to participate in an open, honest, respectful, and non-self-serving manner in all deliberations of the Board.
- Board members are expected to be an agent of change within their own organizations/systems and communities in helping to achieve the goals of the Board.