

## **Board Member's Guide Standing Committee Job Descriptions**

The West Piedmont Workforce Development Board uses an active committee structure that provides systematic processes to set policies, fashion strategies, foster interagency coordination and oversees the implementation of comprehensive strategic and operational plans for economic and human resource development.

The WPWDB has seven standing committees

- Executive
- Alternative Sources of Revenue/Marketing
- Program Planning and Development
- Finance
- Governance
- Audit
- Youth Committee

**Executive Committee** – reviews all action items from the other committees and recommends action to the full board. The Executive Committee may act on behalf of the WPWDB between full board meetings, typically when action is imperative and circumstances make assembling the full board impractical. Any such actions shall be reported and subject to the approval of the board at its next regular or special meeting. The Executive Committee directs and manages the activities of the WPWDB.

Duties are:

- Organize committees and assign responsibility to ensure that essential information on the status of WPWDB activities is available.
- Ensure representation from geographic areas served is in accordance with the Consortia Agreement between local elected officials.
- Provide oversight of committee actions in carrying out the area Strategic Plan and the WIOA Local Operational Plan.
- Review recommended changes in the partnership agreements.
- Arbitrator for determining when a conflict of interest exists.
- Establish evaluation criteria and conduct a performance appraisal of the Executive Director.
- Set compensation levels for the Executive Director.
- Liaison with chief elected official and other local elected officials on WPWDB performance and activities.
- Identify and recruit new WPWDB members.
- Develop strategy for advocacy and information with respect to legislative issues at both the state and federal levels.

**Alternative Sources of Revenue and Marketing Committee** – works with board staff to identify and recommend new revenue source options and helps to communicate publicly why new revenue is needed to ensure that the goal of delivering quality workforce services for employers, jobseekers and youth is needed in the region.

Duties are:

- At the beginning of each program, oversee the process of developing a plan to secure alternative sources of revenue (i.e., identify grant opportunities or other methods of securing additional funds).
- At the end of each program, evaluate WIOA is the funding of last resort within the workforce system.
- Review grant opportunities and proposals as needed.
- Develop and oversee a brand for the delivery of workforce services.
- Develop a marketing plan annually; monitor quarterly. When targeting the youth, work closely with the Youth Council in the development and oversight.
- Develop a marketing budget for Finance Committee’s consideration.

**Program Planning and Development Committee** – is responsible for program oversight and recommends future programs and policies. This committee performs planning of new programs, develops policies for WIOA operational plan, focuses on the business customer and initiates requests for programs and strategic collaborations.

Duties are:

- Oversee the design and operation of the WPWDB strategic and local plans.
- Analyze training needs and requirements (skill standards) of employers and keep focus on employer linkages and economic development strategies.
- Analyze ways to eliminate barriers which (1) inhibit workers from getting workforce services needed to secure employment and (2) hinder employers’ abilities to recruit and sustain a quality workforce.
- Analyze training needs and requirement within the local labor markets.
- Develop program design, priorities and objectives for program operations.
- Recommend program policies.
- Develop RFP to solicit providers as needed.
- Review and recommend action on plans and funding applications.
- Participate in the development of coordination and/or resource agreements and other plans that ensure collaboration.
- Coordinate with Youth Committee future program and policy recommendations.
- Provide a forum for initial discussion on emerging issues affecting the WPWDB and the workforce development system.

**Finance Committee** – The purpose of the Finance Committee is to provide oversight of all Workforce Investment Board financial matters, including but not limited to the following:

- Develop new sources of funds to carry out the work of the WPWDB.

- Oversee the financial stability of the organization.
- Monitors the allocation of resources to the One Stop Centers, affiliate sties and the allocation of resources to carryout the organization’s key functions.
- Consider the formula for determining the worth of an ITA.
- Review program budget fiscal expenditures.
- Prepare the budget for the WPWDB.
- Review program operational budgets to ensure adequacy of support of program design and goals.
- Review fiscal expenditures.
- Oversees audit process if authorized by the WPWDB.

**Governance Committee** – reviews WPWDB as an operation to ensure that it is run efficiently and effectively.

Duties are:

- Review bylaws annually; recommend changes to the Executive Committee when needed.
- Review policies, procedures and roles of standing committees annually; recommend changes to the Executive Committee or the appropriate committee when needed.
- Assess and identify when the WPWDB requires members; make recommendations to LEO Consortium or a community based organization when it comes to nominating someone from the private sector.
- Conduct annual board evaluation, including the development of the evaluation.
- Develop and assist with new board orientations.

**Audit Committee** – assures that the WPWDB, Youth Council and LEO Consortium members are adequately and currently informed of the financial condition of the organization through reports and other methods. No more than three WPWDB members shall be on the Audit Committee. All must have financial expertise.

Duties are:

- Assess the WPWDB’s internal and external reporting objectives and determine whether these objectives have been met.
- Ensure that the WPWDB financial reporting system gives those inside and outside the organization a clear idea of performance.

- Assess the risk of fraudulent reporting arising from undue reporting pressures on management; establish protection for “whistleblowers.”
- Oversee adoption of a document retention policy.
- Oversee the appointment, compensation and oversight of the work of any registered public accounting firm employed by the organization.
- Provide oversight to auditor if the WPWDB decides to retain one.
- Ascertain that the board has established appropriate policies to define and identify conflicts of interest throughout the organization and with its contractors and subcontractors and is diligently administering and enforcing policies.
- Establish procedures for the “receipt, retention and treatment of complaints” as it pertains to accounting, internal controls and auditing.

**Youth Committee** – WIOA requires the local WPWDB to form a subgroup to assist the larger board with workforce issues related to Youth. The WPWDB chair shall appoint the Youth Committee, who is ex officio WPWDB members and advisory. The Committee provides a forum for the discussion and review of youth programs models and problems encountered.

Duties are:

- Develop the portions of the local WIOA Title I-B Plan relating to eligible youth as determined by the Council Chair. Ensure parents, participants and other interested community members are involved in the design and implementation of these programs.
- Recommend eligible providers of youth activities to be awarded grants or contracts on a competitive basis by the local WPWDB to carry out the youth activities.
- Conduct oversight with respect to the providers of youth activities in the local area, coordinating with the Quality Assurance Committee.
- Coordinate WIOA Title I-B youth activities in the area.
- Establish linkages with education agencies and other youth entities.
- Provide a forum for initial discussion on emerging issues affecting youth and the workforce development system.
- Responsible for customer satisfaction analysis of youth programs/services including recommending goals for improvement and increased accountability.
- Coordinate with Program Planning and Development Committee for future program development needs.

**Guiding Principles:**

- Committees are assigned to reinforce the wholeness of the board’s job and to never interfere with delegation from the WPWDB to the Executive Director.
- Committees are to help the board do its job by preparing policy alternatives and implications for board consideration.
- Committees may not exercise authority over staff, except for the Executive Director who is responsible to the Board Chair and the Executive Committee.