WORKFORCE CONNECTION
CITRUS · LEVY · MARION

Enterprise Center
3003 SW College Road, Suite 205 • Ocala, Florida 34474
Phone: 352-873-7939 • Fax: 352-873-7910 • www.clmworkforce.com

**MEMBER RECRUITMENT COMMITTEE MEETING**
**Enterprise Center Conference Room 206**

**Dial-In: 1 866 588-5787 – after prompt, enter code 5355193397#**

**November 17, 2011 – 9:30 am**

**AGENDA**

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES – 9-13-11 (previously emailed)

D. DISCUSSION/ACTION ITEMS

1) WC Board Member Job Description**, page 1**
   a. Other Sample Board Member Job Descriptions**, page 3**
   b. Sample Chair Job Description**, page 7**
   c. Sample Vice Chair Job Description**, page 8**
   d. Sample Committee Chair Job Description**, page 9**
   e. Sample Secretary/Treasurer Job Description**, page 10**

2) Member Recruitment Discussion
   a. Committee Members Appointed (see Assignments)**, page 11**

3) Board Member Orientation

E. STATUS REPORTS

F. MATTERS FROM THE FLOOR

G. ADJOURNMENT

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# Job Description
# Workforce Connection Board Member

The mission of the Workforce Connection Board (Region 10) is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in the Citrus, Levy and Marion County areas. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong area-wide workforce development system; convening groups of businesses, schools, and other organizations to develop solutions to workforce development challenges; and overseeing the network of Workforce Connection Centers.

## Qualifications

- The desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and individuals.
- A commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the workforce.
- Must be a senior-level decision-maker in your organization.

## Expectations

- Create a strategic vision and set measurable goals and outcomes for a market-driven workforce development system, including the certification of standards and training vendors.
- Regularly attend Board and committee meetings.
- Notify the Board chair or the executive director when you are unable to attend meetings.
- Join and participate actively in at least one Board team or committee.
- Be prepared for Board meetings by staying informed about Board matters and reviewing materials sent in advance of the meetings.
- Get to know and respect other Board members, building collegial relationships that contribute to effective decision-making.
- Act and vote on behalf of the long-term interests of the Board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest, real or perceived. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the Board Members, Board Staff, the Service Provider Staff, and the Chief Elected Officials.

- Take advantage of opportunities to become more educated about the Regional Workforce Board and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Help identify and recruit additional Board members.
- Monitor progress and evaluate outcomes.
- Abide by the State Sunshine law and Board's Code of Conduct.

Time Requirements

- The Board meets quarterly with meetings lasting no more than ninety minutes.
- Committees generally meet no more than once per month, with some committees less frequently.
- Average time commitment for members is approximately two-to-three hours per month.
- Individuals are appointed for five-year terms.

WORKFORCE PARTNERSHIP
JOHNSON • LEAVENWORTH • WYANDOTTE

**Job Description**
**Workforce Partnership Board Member**

The mission of the Workforce Partnership Board (the Workforce Investment Board of Local Workforce Investment Area III) is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in the Citrus, Levy and Marion County area. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong area-wide workforce development system; convening groups of businesses, schools, and other organizations to develop solutions to workforce development challenges; and overseeing the network of Workforce Connection Centers.

Qualifications

- The desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and individuals.
- A commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the workforce.
- Must be a senior-level decision-maker in your organization.

Expectations

- Create a strategic vision and set measurable goals and outcomes for a market-driven workforce development system, including the certification of standards and training vendors.
- Regularly attend Board and committee meetings.
- Notify the Board chair or the executive director when you are unable to attend meetings.
- Join and participate actively in at least one Board team or committee.
- Be prepared for Board meetings by staying informed about Board matters and reviewing materials sent in advance of the meetings.
- Get to know and respect other Board members, building collegial relationships that contribute to effective decision-making.
- Act and vote on behalf of the long-term interests of the Board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest, real or perceived. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the Board Members, Board staff, the Service Provider Staff, and the Chief Elected Officials.
- Take advantage of opportunities to become more educated about the Regional Workforce Board and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Help identify and recruit additional Board members.
- Monitor progress and evaluate outcomes.
- Abide by the state Sunshine law and Board's Code of Conduct.

Time Requirements

- The Board meets quarterly with meetings lasting no more than ninety minutes.
- Committees generally meet no more than once per month, with some committees less frequently.

- Average time commitment for members is approximately two-to-three hours per month.
- Individuals are appointed for two-year terms.

# Job Description – Board Member

**POSITION TITLE:** Board Member

**UNIT/ORGANIZATION:** Workforce Solutions of West Central Texas Board

## PURPOSE:

- To make clear decisions on the direction and future of workforce development programs for their region
- To assess workforce development needs of the region, communicate those needs to the appropriate partners and collaborate with partners to address needs.
- To solicit input and participation from the public and private sectors for the provision of services to residents in West Central Texas
- To provide overall policy guidance and oversight on the use of funds and the delivery of services

## MINIMUM JOB REQUIREMENTS:

- A demonstrated interest in workforce development
- Specific experience and /or knowledge in at least one element: evaluation, training, program development, policy administration, finance, personnel planning, human resource administration, employer needs, customer needs, labor market information, educational programs, or public relations
- Representative of some significant aspects or segments of the community or region
- Willingness to participate actively, including regular attendance at board and committee meetings

## EXPECTATIONS:

The Board is expected to be a leader in promoting the Workforce System and to ensuring quality services to the business community and the individual job seeker. With the Board's guidance and direction, the staff implements and maintains workforce services according to the goals identified through a comprehensive planning process.

## RESPONSIBILITIES:

As a result of devolvement of leadership from the Federal level to the local level the board is responsible for financial management, oversight, and developing a regional strategic plan and vision for workforce and economic development in West Central Texas. The board must ensure compliance with federal, state and local laws, polices and guidelines.

# SAMPLE JOB DESCRIPTION FOR BWDB BOARD MEMBERS

**As a member of the Broward Workforce Development Board, Inc. (BWDB), the board member must develop and maintain focus on the BWDB mission and vision; establish and oversee implementation of strategic directions; delegate authority for organizational management; and articulate, safeguard, model and promote the Board's organizational values. In addition, the board member must do the following:**

- **Ensure compliance with applicable laws and ethical standards**
- **Monitor progress and evaluate outcomes**
- **Be a member of at least one board committee**
- **Attend all board, 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 and offer to take on special assignments**
- **Inform others about the organization**
- **Keep up-to-date on developments in the organization's field**
- **Assist the BWDB in carrying out its fiduciary responsibilities such as reviewing annual financial statements**
- **Listen, analyze, think clearly and creatively, work well with individual people and groups**
- **Prepare for and attend board and committee meetings, ask the right questions, take responsibility and follow through on a given assignment, read and understand financial statements, learn more about the program**
- **Abide by state conflict of interest rules, Sunshine law and Board's Code of Conduct**
- **Honesty; sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach; community-building skills; personal integrity; a developed sense of values; concern for the Broward Workforce Development Board, Inc development; a sense of humor**
- **Avoid all conflicts of interest, real or perceived**

**Time required: 5 hours / month**

# SAMPLE JOB DESCRIPTION FOR
# CHAIR

**As an office of the BWDB, the chair must have in-depth knowledge of the mission and programs of the organization as well as the governing documents (i.e., articles of incorporation, bylaws, programs etc.) and policies/procedures. Perform all duties in the board member job description. In addition, the chair must do the following:**

- **Must be from the Private sector**
- **Manage the regular board and executive committee meeting, ensuring that proper procedures are followed and that there is active participation in discussions by all board members**
- **Serve as an ex-officio member of all committees**
- **Work with the President/CEO to prepare the agenda for the board meetings**
- **Work with the President/CEO to ensure that board resolutions are carried out**
- **Call special meetings as necessary**
- **Appoint committee chairs, and in consultation with the President/CEO, make recommendations for individuals to serve on the committees (including non-board members if outside expertise is necessary)**
- **Ensure that board members and officers are aware of their roles and responsibilities by working with the President/CEO on board training, new member recruitment and board orientation**
- **Oversee new President/CEO searches as needed**
- **Oversee President/CEO annual performance evaluation**
- **Oversee President/CEO compensation review**
- **Act as a spokesperson for the organization**
- **Signs checks in the absence of the President/CEO**
- **Oversee the board self-evaluation process**
- **Identify organizational and board strengths and weaknesses and put forward motions to make improvements**
- **Nurture the board, staff and committees to support the organization's mission**
- **Build trust**
- **Communicate regularly with board members and the President/CEO in accordance with Sunshine Law provisions**
- **Attends national conferences plus other meetings as suggested by President/CEO**

**Time required: 20+ hours / month**

# SAMPLE JOB DESCRIPTION FOR
# VICE-CHAIR

**As an officer of the BWDB, the vice-chair must have in-depth knowledge of the mission and programs of the organization. Perform all duties in the board member job description. In addition, the vice-chair must do the following:**

- **Must be from the Private sector**
- **Attend all board meetings**
- **Serve on the executive committee**
- **Carry out special assignments as requested by the chair**
- **Served two years as a committee chair prior to the appointment of Vice Chair**
- **Understand the responsibilities of the chair and perform the chair's duties in the chair's absence or in the event of incapacitation**
- **Provide leadership**
- **Serve as chair of the Strategic Planning and Advocacy Committee. Meet with staff to discuss agenda prior to meetings**
- **Attends national conferences plus other meetings as suggested by President/CEO**

**Time required: 10 – 15 hours / month**

# SAMPLE JOB DESCRIPTION FOR COMMITTEE CHAIR

**Committee chairs must understand and support the vision and mission of the organization. They must understand the Committee role in the overall strategic plan of the organization and work diligently on achieving that portion assigned to the committee. In addition, the committee chair must do the following:**

- **Fulfills all requirements of a Board member**
- **Must be a member of the Board**
- **Sets tone for the committee work**
- **Ensures that members have the information needed to do their jobs**
- **Oversees the logistics of the committee's operations**
- **Reports to the Board's Chair**
- **Reports to the full Board on committee's decisions/recommendations**
- **Works closely with the President/CEO and other staff as agreed to by the President/CEO**
- **Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes**
- **Must be open to new ideas, supportive, inclusive and act as facilitator**
- **Initiates and leads the committee's annual evaluation**

**Time required: 3 - 5 hours / month in addition to those hours required for a regular board member**

# SAMPLE JOB DESCRIPTION FOR SECRETARY / TREASURER

**As an officer of the BWDB, the secretary/treasurer must have in-depth knowledge of the mission and programs of the organization. Perform all duties in the board member job description. In addition, the secretary/treasurer must do the following:**

- **Work with President/CEO to provide notices of meetings of the board and any committee meetings when notice is required**
- **Attend all board meetings**
- **Serve on the executive committee**
- **Ensure accuracy and safety of all board records**
- **Review board minutes**
- **Assume responsibilities of the chair in the absence of the chair and vice-chair**
- **Review audits and financial monitoring reports**
- **Be a member and attend Audit Committee meetings**
- **Signs checks in the absence of the President/CEO and the Chair**

**Time required: 5 to 10 hours / month**

# COMMITTEE ASSIGNMENTS – November 3, 2011

## MARKETING & OUTREACH, COMMUNITY RELATIONS AND PARTNERSHIPS COMMITTEE – Brenda/Laura

| MEMBER NAME | REPRESENTING/COMPANY | SEAT | ADVISORY MEMBER | REPRESENTING/COMPANY |
|---|---|---|---|---|
| **Mike Melfi – Chair** | CHAMPS Software | Citrus PS | | |
| Brad Nimmo | Habitat for Humanity Marion Co | CSBG | | |
| Judy Houlios | Ocala Housing Authority | Marion HUD | | |
| Sarah Stroh | Marion Co Sr Services | Sr Services | | |
| Theresa Flick | Key Training Center | Citrus CBO/Dis/Voc Rehab | | |
| William D'Aiuto | DC&F #13 | DC&F #13 | | |

## ONE STOP CUSTOMER SERVICES COMMITTEE – Kathleen/Brenda/Dale

| MEMBER NAME | REPRESENTING/COMPANY | SEAT | ADVISORY MEMBER | REPRESENTING/COMPANY |
|---|---|---|---|---|
| **Richard Martinez - Chair** | Ace Construction | Marion PS | Debbie Jenkins | CTAE |
| Darlene Goddard | Winco Mfg | Marion PS | David Benthusen | CCSB |
| Mark Paugh | College of Central Florida | Community College | Maureen Quinlan | United Way of Marion Co |
| Michael Biskie | Monterey Boats | Levy PS | William D'Aiuto | DC&F |
| Paula Anspach | Consultant | Citrus PS | Diana Hammond | Taylor College |
| | | | | |

## PERFORMANCE & MONITORING COMMITTEE – Rusty/Grace

| MEMBER NAME | REPRESENTING/COMPANY | SEAT | ADVISORY MEMBER | REPRESENTING/COMPANY |
|---|---|---|---|---|
| **Desmond Knight – Chair** | Central FL Elec Coop | Levy PS | | |
| Fred Morgan | IBEW 222 | Marion Labor | | |
| Jack Reynolds | Brannen Bank | Citrus PS | | |
| Steven Jacobs | Marion Co Vets | Veterans (Rotate) | | |
| Ted Purser | SECO | Levy PS | | |

## BUSINESS & ECONOMIC DEVELOPMENT COMMITTEE – Rusty/Brenda

| MEMBER NAME | REPRESENTING/COMPANY | SEAT | ADVISORY MEMBER | REPRESENTING/COMPANY |
|---|---|---|---|---|
| **Rob Adamiak – Chair** | Conimar Corp | Marion PS | Jim Ankoviak | Winco/Pres of MRMA |
| Desmond Knight | Central FL Elec Coop | Levy PS | Phil Geist | SBDC |
| John Siefert | Citrus EDC | CBO/EDC (Rotate) | Jaye Baillie | Ocala Marion Chamber of Comm |
| Kevin Cunningham | REMAX Realty | Citrus PS | Marilyn Ladner | Nature Coast Bus Development |
| Mark Paugh | College of Central Florida | Community College | Pete Tesch | Ocala Marion EDC |
| Michael Biskie | Monterey Boats | Levy PS | David Pieklik | Nature Coast Bus Dev Council |
| Pat Reddish | Signature Brands | Marion PS | | |
| Robert Goldberg | Spherion | Marion PS | | |

## YOUTH COMMITTEE – Kathleen/Grace

| MEMBER NAME | REPRESENTING/COMPANY | SEAT | ADVISORY MEMBER | REPRESENTING/COMPANY |
|---|---|---|---|---|
| **Gina Tovine – Chair** | Levy Co School Board | School District (Rotate) | David Benthusen | Citrus Co Schools |
| Brad Nimmo | Habitat for Humanity Marion Co | CSBG | Cheryl Fante | College of Central Florida |
| Darlene Goddard | Winco Mfg | Marion PS | Jeff Shealy | Dept of Juv Justice #13 |
| William D'Aiuto | DC&F #13 | DC&F #13 | Debbie Jenkins | CTAE |
| | | | Mike Jordan | Marion Co Children's Alliance |
| | | | Denise Willis | WTI |

**Vacancies: 1 Labor Seat**
**1 Citrus PS**
**1 Levy PS**