



BOARD MEMBER JOB DESCRIPTION

Organization: The Workforce Development Board (WDB) of San Luis Obispo County

Region: San Luis Obispo County

Admin Support/ Fiscal Agent: San Luis Obispo County Department of Social Services

Responsible to: Chairperson of the WDB and Committee Chair of Committee you agree to participate on.

Estimated Time Commitment: 25-35 hours per year:

Full board meetings: 3 hours (2 in meeting and 1 in prep) x 4 meetings = 12

Committees: 2 hours (1.5 meeting and .5 in prep) x 6 = 12

Orientations, trainings, retreats, and filings = 6

Your Roles and Responsibilities

- **To collaborate and serve** as a member of the region's workforce board that creates a strategic vision and provides overall strategic direction, develops measurable goals, outcomes and performance measures for an employer driven workforce development system in San Luis Obispo County.
- **To contribute** your specific expertise, skills, and talents to make the Board as productive as possible and have fair representation of the various agencies and industries.
- **To participate** and ensure a committee structure that is aligned with the overall strategic plan developed by the WDB which provides the ability to: adequately review proposals, conduct effective oversight of contracts and program operations, ensure financial sustainability, achieve long-range planning to enhance regional competitiveness, and effectively communicates and market programs to the community.
- **To understand** current trends and best practices in workforce development and the specific workforce development needs of the region in order to establish and promote workforce development policies that improve the social and economic life of the region.
- **To disseminate** labor marketing information and employment data on industry needs and trends.
- **To provide overall governance** of the system by offering guidance and oversight on the use of funds and the delivery of services by monitoring and providing strategies for continuous improvement based on customer satisfaction feedback and results oriented accountability and performance measures.
- **To be an advocate** for the system by taking a leadership role in promoting a strong and vital partnership between the business, economic development, education, and the workforce community to ensure a workforce development system that is market-driven and accountable.
- **To ensure** that the system is adequately funded utilizing allocated funds as well as actively pursuing competitive grant opportunities as well as foundation support.

Qualifications

- Ability to see the big picture, think creatively, and act strategically.
- The desire to make a positive impact on the quality of life in the community.
- Hold a senior decision making position in your organization.
- Experience in partnering or building strategic alliances with other organizations.



- Belief in providing universal access, customer choice, performance based accountability, systems integration, and lifelong learning.
- Sincere interest in workforce development and the willingness to participate actively, including regular attendance at board meetings/committee meetings, and WDB retreats.

Specific Time Requirements:

- The WDB meets quarterly.
- Preparation for meetings and keeping current on workforce development trends and critical issues in the region requires between 1-2 hours of reading before meetings.
- The board utilizes a strong committee structure and involvement to oversee the system. Members are expected to participate on at least one committee which requires approximately 2 hours per month.
- In addition, members may be asked to participate in task forces and subcommittees as formed on an as-needed basis. These are time-limited and represent temporary assignments for board members

Frequently Asked Questions:

1. Under what authority does the Workforce Development Board operate?

The WDB is authorized under federal legislation known as the Workforce Innovation and Opportunity Act of 2015 (WIOA). Local Workforce Development Areas are designated by the Governor and may involve multiple jurisdictions, based on labor market areas, usually geographically aligned. San Luis Obispo County has been designated as a single-county area. Local board members are appointed by the Chief Elected Official (County Board of Supervisors), based upon the recommendations of the WDB. A formal nomination must be received for an appointment to be considered.

2. If I am appointed to represent a specific partner, business sector, or other faction, what is my responsibility as a board member to my organization or the larger group that I represent?

The membership structure under the legislation is specific to ensure that local boards represent the interests of the broader community. You represent the interests of the sector (not your business/organization specifically) that you were appointed under, but only in terms of ensuring that the sector's needs are considered in the overall planning process. This does not mean that the sector you represent is given priority over another, only equal consideration. Furthermore, board members are expected to communicate information to and from others within their sector.

3. What should I do if a conflict develops that makes it impossible for me to regularly attend meetings?

All members are expected to personally appear at committee and board meetings to the fullest extent possible. If this cannot be accommodated most of the time, then the member should discuss this with the board chair and may be asked to submit a resignation so that the slot can be filled by someone else more able to fulfill their obligation to the WDB.

4. What is the staffing structure of the Workforce Development Board?

The San Luis Obispo County Department of Social Services (DSS), as the designated Administrative Entity and the Fiscal Agent for the WDB, assigns staff to support the WDB.