



CareerSource Capital Region
Workforce Board
Membership Application
**(See Job Description &
qualifications on Pages 3-4)**

Name: _____

E-mail: _____

Company Name: _____

Company URL: _____

Company Address: _____

Home Address: _____

City: _____

City: _____

State: _____ Zip: _____

State: _____ Zip: _____

Business Phone: _____

Home/Mobile Phone: _____

1. Type of Business: _____

2. Approximate number of local employees? _____

3. What is your official position and what do you do at your organization? _____

4. What do you think are the critical workforce issues for our region? _____

5. What would you bring to the CSCR Workforce Investment Board (e.g., talent, experience, resources, knowledge, networks, and passion)? _____

6. What value do you hope to get out of your participation on the CSCR WIB? _____

7. Additional thoughts? _____

Local Workforce Board Member Job Description

The mission of CareerSource Capital Region (Region 5) is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in Leon, Gadsden and Wakulla Counties. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong regional workforce development system; convening groups of businesses, training providers, and other organizations to develop solutions to local workforce development challenges and overseeing the network of CareerSource Capital Region (CSCR) Career Centers. While the CSCR Board has governance control of multiple grants and implements the policies of State and Federal government to achieve measurable outcomes, it contracts with a service provider to perform the day-to-day services at the career center. The board staff are to carry out the oversight, monitoring, and quality expectations to meet the common measures outlined in the Workforce Innovation and Opportunity Act of 2014.

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 job seekers.
- A commitment to devote time, talent and resources to working with other board members, staff, employers, public officials, and public and private sector partner organizations to improve the quality of the workforce talent.
- **Must be a senior-level decision-maker in your organization.**
- Must have an interest in working to enlarge the labor pool with qualified applicants.

Expectations

- Regularly attend Board and committee meetings.
- Participate actively in at least one Board 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. 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, service provider staff, and the chief elected officials.

- Take advantage of opportunities to become more educated about the Local Workforce Development Board (LWDB) 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.
- Board members will engage in discussion and dialogue related to workforce issues
- Board members will tour the Career Center at least once per term
- Board members are encouraged to ask questions and share observations related to workforce issues
- Board members will have a Consent Agenda where a board committee and then the executive committee have already vetted the recommended action. While Board members can pull any consent agenda item for further discussion, members are encouraged to respect the work of their peers and if there is a consistent concern in a certain area, say finance, join that committee and strengthen its engagement.
- Possess a business demeanor and contribute expertise to help in the success of the LWDB

Time Requirements

- The Board meets quarterly with meetings lasting no more than ninety minutes.
- Committees meet quarterly.
- Committee meetings last no more than one hour and a half.
- Average time commitment for members is approximately three - four hours per quarter. Time commitment is greater for those who serve on more than one committee, or serve on leadership.
- Individuals are appointed for three-year terms. If you are replacing a board member, your board service will pick up where the position left off when it became vacant.
- Maximum service – 9 years