

Committee	Definition	Objective	Sample Deliverables	Meeting Calendar
Steering/Executive Committee  (Officers of the Board Only)	The Executive Committee assumes overall responsibility for WIB agenda, strategic planning and resource attraction. It also acts on behalf of the WIB for all matters for which prompt action is necessary. The overall objective of the committee is	To effectively engage the full board, design WIB agenda and increase the resources of the Board.	<ul style="list-style-type: none"> <li>• Agenda format that allows for issues discussion</li> <li>• Increased funding for administration and program</li> <li>• Strategic plan</li> <li>• Decision making for all matters for which prompt action is necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meets 4<sup>th</sup> Wednesday every 3 months - 3:30-4:30</i></li> </ul>
Youth Council	This is a WIA mandated committee that prepares the overall youth plan, recommends the selection of youth service providers; evaluates those youth service providers, and establishes funding priorities for youth services.	To oversee the investment of youth WIA funding; ensure effective linkages and leveraging of resources and influence educational policy.	<ul style="list-style-type: none"> <li>• A coherent youth serving system that leads to graduation from H.S. &amp; College, and the skills necessary to enter the workforce;</li> <li>• High degree of partnership with education system</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meets the 1<sup>st</sup> Thursday every 3 months – 3:30-4:30</i></li> </ul>
Board Development	The Board Development Committee assumes overall responsibility for internal board development including recruitment, membership, on-boarding, and training .	To develop a high performing Board w/ dedicated and informed members; increase resources to Board.	<ul style="list-style-type: none"> <li>• Recruitment and membership</li> <li>• Board training opportunities,</li> <li>• Institution of governance policies;</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meets last Monday of each month</i></li> </ul>
Outreach & Advocacy	This committee focuses on the development and implementation of the WIB communications plan (including newsletters, brochures, website, publications, etc). This committee recommends and coordinates WIB events tied to deliverables of the full Board. It will develop relationships with local media and assure coverage. Additionally, it will coordinate workforce advocacy efforts that are consistent with Board of Supervisors legislative agenda.	To establish the NCWIB as the owner of the Workforce agenda in the minds of policy makers and the community.	<ul style="list-style-type: none"> <li>• Development &amp; implementation of Communications &amp; Advocacy plan</li> <li>• A community event highlighting the work of the Board</li> <li>• Advocacy</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meets 3<sup>rd</sup> Thursday of each month</i></li> </ul>
Performance & Accountability	Development of budget; contractor selection, certification and evaluation; memorandum of understanding with 1-Stop partners; development and oversight of performance outcomes	To assure a high quality and efficient One-Stop service system for residents and employers	<ul style="list-style-type: none"> <li>• High customer service ratings</li> <li>• Performance standards met or exceeded</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Meeting day/time to be determined</i></li> </ul>