

**NAPA COUNTY
WORKFORCE INVESTMENT BOARD**

BOARD MEMBER PROSPECTUS

Title: Member, Workforce Investment Board of Napa County

Responsible To: Chairperson(s), Workforce Investment Board & Board of Supervisors

Estimated Time Commitment: Minimum 4 hours per month.

Board Statement The purpose of the Board is to create an effective network of services that support and sustain a highly educated and skilled workforce in Napa County. The network of services is driven by the business community's needs and will assure that all citizens in the county have access to quality education, technical and other skills training.

Job Description The position of Board member is one of great responsibility because it guides the workforce development system and the programs available to businesses and job seekers in the region. Given their volunteer status, it is important that Board members and staff understand their responsibilities and respect the time that is given in service for no payment other than satisfaction

To this end, and to the best of one's ability, a Board member will:

1. Take a leadership role in forging strong and vital collaborations among business, local elected officials, government, and community groups resulting in an improved social and economic life of the community;
2. Contribute specific expertise from key industries, articulating evolving industry needs critical to aligning our workforce with the jobs of the community.
3. Oversee progress towards the strategic plan and ensure that the delivery system is measured by customer satisfaction and performance standards;
4. Develop and approve policy for public workforce initiatives in Napa County provided through the Napa Job Connection, Napa County's One-Stop Career Center system for employment and training services;
5. Promote the Board and workforce initiatives at every opportunity, through collaboration and relationship building with other businesses, organizations and groups;
6. Fully prepare and participate in Board meetings, including an annual retreat.
7. Participate in developing and refining the vision of what the "workforce development" system will look like and feel like in Napa County for business and job seeking customers.
8. Advocate on behalf of the workforce development system and its programs and the Board within the business community in a manner which enhances the Board's image and effectiveness in achieving its mission and goals.
9. Call matters of potential significance to the attention of the Board Chairman, Executive Committee and/or Executive Director as appropriate.

10. Follow trends in workforce development and strive to continuously increase in knowledge of the industry.
11. Continuously evaluate Board performance in providing leadership to the staff and community in the workforce development arena, and make recommendations for improvement and growth.

Qualifications:

Hold executive level management position in company;

Willingness to participate actively, including regular attendance at board and committee meetings;

Specific experience and/or knowledge in at least one element: evaluation, training, program development, policy administration, finance, personnel planning, human resource administration or public relations

Board Meetings:

Meets the 2nd Thursday of every other month from 3:30 PM to 5:30 PM.

Committee Meetings:

Meets at varied times, generally every other month.