

PCLWDB Board Member Role Description

Overview

The Local Workforce Development Board focuses on a business-driven model for the creation, delivery, and oversight of workforce development initiatives and services that benefit the employers and job seekers of Pinal County. The Board will direct collaborative efforts, led by business representatives, in cooperation with the community representatives from the workforce system, education and economic development groups in an effort to create a rich environment for economic prosperity and growth for employers and their employees in the community.

Member Title: Education and Training Representative

Roles and Responsibilities:

- Regularly attend Board and Committee meetings
- Actively participate in full Board meetings and any committees to which you are appointed
- Be prepared for board meetings by staying informed about Board matters and reviewing materials sent in advance of the meeting
- Take advantage of opportunities to become more educated about the Pinal County Local Workforce Development Board and the multitude of services offered by ARIZONA@WORK
- Foster a positive working relationship with all Board Members
- Act as an Ambassador of the Board when participating in business networking functions and community events
- Notify the Board Chair, or Board Staff if you are unable to attend meetings
- Be aware of and abstain from any conflicts of interest
- Help identify and recruit additional Board members

Time Requirements:

- 15-20 hours per month
- The Board meets every two months with meetings lasting 2-3 hours
- Committees meet monthly with meetings lasting approximately 2 hours
- Occasional conference calls as needed
- May occasionally serve on other ad hoc groups or planning meetings as needed

Required Qualifications:

- Representative of eligible provider administering adult education and literacy activities under Title II; or
- Representative of institutions of higher education providing workforce investment activities (including community colleges; or
- Representative of local educational agencies, and of community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.