

Job Description: Duluth Workforce Development Board Member

The Duluth Workforce Development Board is responsible for developing a strategy to continuously improve and strengthen the workforce development system. The Board's role is to develop a comprehensive high quality workforce system through collaboration with its workforce and education partners that supports continuous improvement in the area of employment, training, and education programs and promotes economic growth that is aligned with achieving the goals of the strategic plan.

Qualifications:

- Commitment to devote time and talent towards working with other Board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the workforce.
- Position as a senior-level decision-maker in your organization.

Duluth Workforce Development Board Member Responsibilities:

- Assist the Board in carrying out its governance and fiduciary responsibilities as directed by the Workforce Innovation & Opportunity Act (WIOA) and other relevant federal or state laws.
- Provide leadership and advocate for workforce development, education, and economic development in the region.
- Keep up-to-date on workforce development trends and be informed about the Duluth Workforce Development Board's mission, services, policies, and programs.
- Attend and proactively participate in board meetings and other related functions. (i.e. Strategic Planning, Minnesota Associations of Workforce Boards (MAWB) meetings, special events, etc.)
- Review agenda and supporting materials prior to the Board and committee meetings.
- Participate actively in at least one standing committee of the Board.
- Adhere to all Board policies.
- Assist with the recruitment of new members by suggesting possible nominees to the Board and/or committees.
- Advocate for and promote utilization of CareerForce.

Expectations:

- Regularly attend and participant in Board and committee meetings.
- Participate actively in at least one standing committee of the Board.
- Sign and adhere to a conflict of interest policy