



## **Montgomery County Workforce Investment Board Committees**

### **Board Development Committee**

Duties/Responsibilities:

The Board Development Committee ensures effective board processes, structures and roles. The Board Development committee reviews the county executive order, the Board operating guidelines and other documents to ensure that they are current and up-to-date. The committee recruits potential board members and participates in interview process.

### **Communications & Outreach Committee**

Duties/Responsibilities:

The Communications & Outreach Committee shapes and sharpens the message of the Workforce Investment Board. It will ensure that the WIB's mission and services are communicated to the broader Montgomery County community. This committee will also mobilize business, educational and political resources to improve our current and projected workforce.

### **Executive Committee**

Duties/Responsibilities:

The Executive Committee is responsible for providing leadership to the WIB. It will act on behalf of the full board between meetings when such action is necessary. The Executive Committee consists of the Chair, Vice Chair, Immediate Past Chair, Secretary and Chairs of all standing Committees.

### **Finance Committee**

Duties/Responsibilities:

The Finance Committee ensures that the Division of Workforce Services staff exhibits sound fiscal management of the Workforce Investment Act funds. The committee provides oversight of the workforce budget and related grants provided to the County. It is also tasked with certifying the financial statements to be included in any required reports.

### **Program Operations Committee**

Duties/Responsibilities:

The Program Operations Committee provides recommendations to the Executive Committee and/or the full Board on matters relating to the services and operation of the workforce development services delivered through MontgomeryWorks. This committee also provides

oversight to One-Stop activities such as recommending training providers as well as recommending and approving One-Stop Partners. It conducts a yearly on-site assessment of the One-Stop delivery system.

### **Youth Council**

Duties/Responsibilities:

The Youth Council develops and coordinates policies and guidance for youth employment and job-training initiatives in the community. The Youth Council is chaired by member(s) of the Board that are appointed by the Board Chair. Youth Council membership is composed of youth advocates and youth program representatives according to the requirements of the Act.