



Montgomery County Workforce Investment Board Committees 2011-2012

COMMUNICATIONS & OUTREACH COMMITTEE

Duties/Responsibilities: The Communications & Outreach Committee shapes and sharpens the message of the Workforce Investment Board. It ensures 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 funds received. 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 PLANNING AND DEVELOPMENT COMMITTEE

Duties/Responsibilities: The purpose of the Program Planning and Development Committee is to recommend future programs and policy. This committee performs planning of new programs, develops policies for the WIA operational plan, focuses on the business customer, and initiates requests for programs and strategic alliances between economic development and education. This committee's focus is to align program development across the workforce system.

QUALITY ASSURANCE COMMITTEE

Duties/Responsibilities: This committee is responsible for program oversight (Adult, Dislocated Worker, and Youth working in conjunction with the Youth Council), review of participant and fiscal data, and the monitoring (internal and external) and audit reports. The committee evaluates program goals, performance measures, the extent to which the

Centers and programs meet quality standards, and the implementation of new program components. The purpose of the Quality Assurance Committee is to provide oversight to and monitor program operations. Only WIB members representing businesses will serve on this committee.

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.