

Montgomery County Work Force Investment Board Responsibilities and Expectations

The success of the Montgomery Workforce Investment Board (WIB) depends on how and how well it addresses the workforce needs of Montgomery County. The WIB plays a pivotal role in insuring that the diverse workforce needs of Montgomery County are identified, articulated and addressed through the programs and services and advancement of the Montgomery County Division of Workforce Services and the Department of Economic Development. Each member of the WIB makes a personal commitment to serve as a supportive advocate and enthusiastic communicator of its mission and also plays an integral role in the Board's resource and partnership-building activities.

The WIB is composed of thirty members appointed by the Montgomery County Executive and approved by the County Council. The WIB is an advisory body of business, education, government and community leaders that provides policy guidance and support to the County Executive, County Council, Division of Workforce Services and the Department of Economic Development in its activities and responsibilities as it relates to workforce needs.

The WIB is a formally constituted body established under the auspices of a Montgomery County Executive Order in compliance with the Federal Workforce Investment Act (WIA) of 1998. The Board is tasked to strengthen public-private involvement through which Montgomery business leaders, government representatives, educators, organized labor and community groups provide input to policy formulation and oversight of WIA programs and services in the County in coordination with economic development strategies. Through the WIB, the County seeks to strengthen workforce development policies and programs for job seekers and employers that will enhance the social and economic opportunities of all Montgomery Countians.

WIA mandates that the Board: 1) provides guidance and oversight to the County in the administration of WIA funds, programs and services to include local adult and youth workforce programs; 2) assists in the development of the Montgomery County strategic workforce plan; 3) certifies the one-stop delivery system operators; 4) identifies providers of adult, dislocated worker services and training services along with evaluation of selected providers; 5) develops budget for carrying out the duties of the Board subject to the approval of the County Executive; 6) develops and submits a local plan to the Governor.

Meetings of the Board:

The Board meets in regular sessions at least four times each year. In addition, members participate in Board committees and activities that are scheduled throughout the year.

General Responsibilities and Commitment of the Montgomery County Workforce Investment Board Members:

1. Be informed about the WIB's mission, services, programs, plans and challenges.
2. Assist in identifying the trends, requirements and needs of business, education, industry, government, labor, non-profits and the WIB's present and future roles in workforce development.
3. Assist the Division of Workforce Services in strengthening existing programs through the development of strategic partnerships.
4. Assist the Division of Workforce Services and the Department of Economic Development in assessing performance and outcomes of efforts to meet workforce development needs.
5. Raise awareness and bring visibility to workforce development with local, state and federal leaders and decision-making bodies.
6. Support fund-raising and other development initiatives of the WIB.
7. Advise the Manager of Workforce Services and the Director of Economic Development on budget priorities and assist in securing public and private financial support.
8. Ask timely and probing questions at Board and committee meetings, with a critical view on how the Board can assist workforce development and economic development strategies.
9. Keep informed about issues relating to workforce and economic development.

Board Member Expectations:

1. Attend WIB meetings regularly. Be accessible for personal contact in between board meetings and attend WIB sponsored events.
2. Provide leadership to board committees and/or take on special board assignments. WIB committees include: Executive, Finance, Board Development, Communications and Outreach, Program Operations and Evaluation, and Youth Council.
3. Review agenda and supporting materials prior to board and committee meetings.
4. Responsibly review and act upon committee recommendations brought to the board for action.
5. Act as an ambassador to inform others about the WIB and its work.
6. Utilize position and skills to seek public, community and corporate resources that can assist the WIB in reaching its goals.
7. Suggest possible nominees to the board who can make significant contributions to the work of the Division of Workforce Services and the Department of Economic Development.
8. Utilize the services of the One-Stop Centers whenever possible and participate as appropriate.

WIB Member Signature

Date

Printed Name