

Revised March, 2000

**Desirable Workforce Development Board Member Characteristics
(Incorporating Requirements of the Workforce Investment Act)**

1. There is a time requirement for each member and each potential member must assure that work and/or personal commitments will not prevent them from the following:
 - a. attending 6 WDB meetings/year (2nd Thursday of every other month, beginning in January, two and one-half hours each meeting + travel)
 - b. preparation for each WDB meeting (1-3 hours)
 - c. potential for committee work between board meetings (3 hours/meeting plus travel, 2-4 times/year)
 - d. one full day retreat, probably in February, but not guaranteed
 - e. some review of materials and other learning curve time will be required initially in the first 0-6 months following their appointment
 - f. other opportunities for additional involvement will be available for interested board members
2. Terms of appointments should be 2-4 years
3. Potential members must be involved in or interest in workforce development activities or interested in making a difference in people's lives and be willing to be involved in and learn about workforce development
4. Potential private business members should be operating in a key policy making or hiring role in their current work (CEO or high management level) and represent business with employment opportunities that reflect the employment opportunities of the local area – **requirement of the Workforce Investment Act.**
5. Potential public organization members should be operating in a key managerial function in their current work – **requirement of the Workforce Investment Act.**
6. **WDB** focus and activities will be long term and policy oriented, and will not involve the operational elements of any programs.