

NAWB Board Member Job Description

NAWB Mission: NAWB will inform, educate, advocate, and represent workforce investment boards in the national arena and promote strategic partnerships to help them become recognized leaders.

NAWB Vision: To be the premier trade association/membership organization by being attentive to members' interests, improving the quality and effectiveness of WIBs, advocating on behalf of the business-led public workforce system and in support of adequate funding from federal, state, and local sources, and ensuring financial soundness and adequate resource support for NAWB.

NAWB Board of Directors Bylaws:

- The number of elected Directors shall not be less than twelve (12) nor more than twenty-four (24).
- Seats on the Board shall be divided into three (3) classes of equal size (staggered terms).
- Elected Directors shall be limited to three (3) consecutive three (3)-year terms of service on the Board.
- Elected Directors shall not include more than three (3) members from any state.
- There shall not be more than one (1) Director per local workforce investment board to concurrently sit on the Board.
- All appointed Directors, with the exception of the organized labor representative, shall serve no more than two (2) consecutive, one (1)-year terms.

NAWB Board Member Qualifications:

Must have an interest in volunteer service; possess experience in training, educating, and developing the workforce; be a strategic thinker, a decisionmaker with the ability to influence and motivate others; be a team player.

NAWB Board Member Duties and Responsibilities:

- Develop policy and corporate governance measures for NAWB.
- Develop and employ creative and diversified funding strategies.
- Communicate NAWB's mission, vision, services, programs, and benefits.
- Represent a local or state workforce board, its programs, and its services, and serve as the lead contact within that community, region, or state in promoting NAWB's services, programs, and benefits.
- Be a liaison and spokesperson with local, state, regional, and federal government representatives.
- Have a vocal/visible presence within your community, region, or state.
- Maintain the confidential nature of NAWB Board meetings.
- Support the majority decision of the NAWB Board by working with Board members, officers, and staff in a spirit of teamwork and cooperation.
- Disclose any actual or apparent conflict of interest relating to a specific policy or action that is being discussed by the NAWB Board and, thereafter, not participate in further discussion of the topic, unless specifically asked by the chair of the meeting, and not vote on the matter under consideration.
- Attend quarterly NAWB Board meetings regularly, keep informed on workforce development and related issues, and be responsive to meeting the challenges of a changing environment.
- Resign from the NAWB Board if unable to fulfill one's duties and responsibilities.
- Observe and uphold NAWB's high standards, code of conduct, and code of ethics for Board members.