Cattaraugus-Allegany Workforce Development Board

BOARD MEMBER DESCRIPTION

**POSITION TITLE:**  Board Member

**RESPONSIBILITIES:**

* To serve as a voting member;
* To share expertise;
* To assist with assessment of the workforce development needs of the community;
* To solicit community input related to the services provided to community residents;
* To provide policy guidance and oversight
  + On the use of funds/allocation of resources
  + On universal access to system services
  + On service delivery outcomes
  + On customer satisfaction
  + On continuous quality improvement

# MINIMUM REQUIREMENTS:

* If representing a business, must have optimum policy-making or hiring authority.
* Belief in the values of universal service, customer choice, performance-based accountability, system integration and life-long learning.
* A desire to make a positive impact on the quality of life in the area;
* Able to represent one or more related aspect or segment of the community;
* Willingness and ability to participate actively;
* Specific experience in or knowledge of at least one of the following elements:
  + Business Administration
  + Entrepreneurship
  + Economic Development
  + Education and Training
  + Human Resource Development
  + Strategic Planning
  + Evaluation and Accountability
  + Data Collection and Analysis
  + Policy Administration
  + Community Development
  + Finance
  + Marketing
  + Not-for-profit Agency Operations

**EXPECTATIONS:**

* Ability to commit to a 3-year term;
* Regular attendance at board meetings and an annual training session;
* Membership and regular attendance on at least one committee.

**TIME REQUIREMENTS:**

* Average 2 hours for board meetings (bi-monthly; 6 total per year); 2 hours monthly for committee meetings and 4-7 hours once per year for training.
* May occasionally serve on other ad hoc groups or planning meetings as needed.