

FINGER LAKES WORKFORCE INVESTMENT BOARD MEMBER JOB DESCRIPTION

OVERVIEW:

The purpose of the Finger Lakes Workforce Development Board (FL WDB) is “to improve the economic well being of job seekers and employers in the region by aligning human potential with opportunities in the workplace”.

The Finger Lakes Workforce Development Board is comprised of 33 members, 18 private sector representing businesses in Ontario, Seneca, Wayne and Yates Counties, and 15 public sector representatives.

Acceptance of an appointment to membership on the Finger Lakes Workforce Development Board carries with it a commitment to fulfill defined responsibilities. The successful operation of the Finger Lakes Workforce Development Board to carry out its Strategic Plan is dependent upon the active participation of each Board member to the fullest extent possible.

It is recommended that Board members possess the following:

QUALIFICATIONS:

- Chief executive officers or top executives in the business organization.
- Strategic thinkers.
- Community and system focused – not target focused.
- Motivators.
- Strong leaders/visionaries.
- Listening and analytical abilities.
- Interpersonal Skills.
- Willingness to engage honestly and sensitively.
- Personal Integrity.
- Sense of Humor.

CORE VALUES:

- Practice integrity, honesty and respect in all relationships.
- Accept diversity and challenges as an opportunity for growth.
- Elevate quality of life and economic well being of the region.
- Demonstrate creativity and optimism in leadership.
- Know and exceed customer expectations.
- Ensure value of products and service over the long term and efficient delivery of services to all customers.
- Analyze our failures and celebrate our successes.
- Seek partnerships and collaboration throughout the organization and the community.

It is recommended that Board members accept the following:

PARTICIPATION EXPECTATIONS:

- Attend all FL WIB and committee meetings and functions, such as special events.
- Be informed about the organization’s mission, services, policies and programs.
- Review agenda and supporting materials prior to FL WIB and committee meetings.
- Serve on at least one committee or task force and offer to take on special assignments.
- Make a personal commitment of your talent to the success of the organization.
- Inform others about the organization.
- Suggest possible nominees to the FL WIB who can make significant contributions to the work of the FL WIB and the organization.
- Keep up-to-date on developments in the organization’s field.
- Follow conflict of interest and confidentiality policies.
- Assist the FL WIB in carrying out its fiduciary responsibilities, such as reviewing the organization’s annual financial statements.