

**Northwest Wisconsin Workforce Investment Board  
Job Description**

POSITION TITLE: Board Member

**PURPOSE:**

- To serve as a voting member;
- Assess the workforce development needs of the 10 northwest counties and communicate these to the Board;
- Establish and promote workforce development policies that improve the social and economic development of northwest Wisconsin;
- Forge collaborations among business, local elected officials, government, educational institutions, and community to work with joint accountability on creating a market-driven workforce development system;
- Develop and implement a strategic vision with measurable goals and outcomes;
- Oversee progress towards the strategic vision and ensure that the delivery system is measured by customer satisfaction and performance standards; and
- Influence the design and performance of an integrated system that prepares youth and adults for successful employment

**QUALIFICATIONS:**

- A demonstrated interest in the NWWIB's service goals;
- Representative of some aspect or segment of the community;
- Willingness to actively participate, including regular attendance at board meetings and committee meetings; and
- Commitment to devote time and talent in partnering with other organizations to improve the quality of the workforce and economy.

**TIME REQUIREMENTS:**

The Board will meet quarterly, utilizing working committees to oversee the system. Average time commitment for members is 3 hours per month

The working committees meet monthly. Average time commitment for committee members is 6 hours per month.

**EXPECTATIONS:**

The Workforce Investment Board and the Local Elected officials (CEP Board) will hold separate meetings except for any time that a joint meeting is deemed necessary by both boards. All meetings will comply with the provisions of the Wisconsin Open Meetings Law. All meetings will be announced and public except Executive meeting sessions that comply with the Wisconsin Authorized Closed Session Law.