



Central Pennsylvania Workforce Development Corporation Workforce Development Board (WDB) Member Job Description

Who We Are

Central Pennsylvania Workforce Development Corporation (CPWDC), a 501(c)3 non-profit organization, is the local Workforce Development Board (WDB) for the Central Pennsylvania workforce development area (Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder and Union Counties). Under the Workforce Innovation and Opportunities Act, CPWDC is mandated to oversee the use of federal workforce funding for employer and job seeker services. In addition, CPWDC has a broad strategic portfolio including competitive grants, special initiatives and research capabilities to meet its mission.

The 27 members of the WDB are appointed by the Local Elected Official (LEO) Board, which is comprised of one County Commissioner from each of the nine counties. The majority of the seats are held by private sector representatives with the intent that they will bring best business practices into the realm of aligning government resources. Other members of the WDB represent organized labor, educational institutions, government agencies, economic development, community organizations and PA CareerLink® partner agencies.

What We Do

CPWDC is committed to the development and unification of a demand-driven workforce system that will attract and grow businesses and the Central Pennsylvania economy. To accomplish this we:

- Bring together policy makers, business, organized labor, government agencies, education entities, economic development agencies and the public to better understand workforce needs and to identify solutions.
- Develop and implement comprehensive regional strategies to meet the education and job training needs of the workforce.
- Oversee PA CareerLink® locations located throughout the Central Pennsylvania region to provide a variety of services to employers and individuals seeking employment opportunities.
- Collect and analyze labor market information to identify employment trends, skills gaps and education and training needs and disseminate the information to policy makers, educators, business, PA CareerLink® partners and job seekers.
- Strengthen alliances with economic development to identify and address the workforce needs of current and future industries and promote the availability of Central Pennsylvania's qualified workers.
- Ensure that youth have access to opportunities in education, career exploration and meaningful work experiences.
- Promote strategies to improve education levels and basic workplace skills needed to meet the needs of companies and improve their competitiveness in today's marketplace.
- Support strategies that encourage life-long learning and continuous improvement of workplace skills.
- Advocate for the importance of workforce policy and provide perspective about the need for a skilled workforce.

Mission

Our mission is to be the leading vehicle for regional unification, coordination, integration and alignment of workforce activities, resources and initiatives to support economic sustainability, improve education systems and develop and retain a quality labor force in Central Pennsylvania.

Vision

Our vision is to be recognized as the premiere agency for workforce development strategies and activities and to build the capacity of the workforce system through systematic change, integration of resources and continuous improvement in Central Pennsylvania.

CPWDC
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Qualifications

- Desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and individuals.
- Commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private sector partner organizations to improve the quality of the workforce.
- Private sector members must have optimum policymaking or hiring authority and represent businesses that reflect the employment opportunities in the local area.

Expectations

- Regularly attend board and committee meetings.
- Notify the board chair or the executive director when you are unable to attend meetings.
- Participate actively in at least one standing committee of the board.
- Be prepared for meetings by staying informed about board matters, reviewing materials sent in advance.
- Get to know other board members, building collegial relationships that contribute to effective decision making.
- Act and vote on behalf of the interests of the board and community and not on the interest of a single constituency.
- Understand and observe the respective roles of the WDB, LEO Board, staff and service providers.
- Agree to become knowledgeable of the breadth of PA CareerLink® services available to employers and job seekers, promote the services and encourage your own organization to use the services where possible and appropriate.
- Take advantage of opportunities to become more educated about the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Sign and adhere to a conflict of interest policy.
- File a Statement of Financial Interests by May 1ST of each year during board membership.

Time Requirements

- The board meets quarterly with meetings normally lasting two hours.
- Committees generally meet bi-monthly.
- Average time commitment for members is approximately six hours per quarter.
- Individuals are appointed for three-year staggered terms.

Board Committees

- *Executive Committee* - responsible for decision-making in lieu of the full WDB meeting.
 - *Personnel Committee* - a sub-committee of the Executive Committee.
- *Governance Committee* - monitors and addresses WDB and Youth Council membership and vacancies as they occur; develops a strategic approach for recruiting and recommending new members for appointment; provides oversight of the Board's governance structure.
- *Audit/Finance Committee* - ensures that audit and fiscal systems are operating efficiently and that internal fiscal controls are in place; focuses on fiduciary responsibilities of the LEO Board and other areas designated by the WIB.
- *Employer Strategies Committee* - utilizes the knowledge and resources generated through the CPWDC Research Department and the Industry Partnerships to identify strategic issues and trends that engage stakeholders in assessing the issues, recommending positions or offering advice on the issues and communicating the positions in public forums; oversee the implementation of a strategic communications plan.
- *Local Management Committee* - mandated committee; oversees the Department of Human Services EARN program design and performance measures in the nine-county region; mandated composition of members.
- *Policy & Performance Committee* - reviews and oversees PA CareerLink® plans and chartering; responsible for developing PA CareerLink® policies and procedures and implementation and integration of WorkKeys® into the Region's PA CareerLink® programs.
- *Youth Council* - develops the process for release of Title I youth funds; develops benchmarks to measure the success of Workforce Innovation and Opportunities Act funded youth programs; ensures continuation of services to youth and explores funding, partnerships and other opportunities to provide career awareness and work readiness experiences for all youth; recommends selection of youth training providers; mandated composition of members.