

## **Bylaws**

### **Article V Committees**

#### **Section 1.0: Standing Committees**

Standing committees are established on a permanent basis. The Workforce Investment Board establishes the following Standing Committees:

- a) Executive Committee
- b) Business Relations Committee
- c) Board Development Committee
- d) Budget and Finance Committee
- e) Youth Committee

#### **Section 3.0: Board Development Committee**

The Board Development Committee is comprised of at least one representative from each county. Every effort should be made to have equal representation from each county.

The purpose of the Board Development Committee is to establish the Workforce Investment Board as the recognized leader for regional workforce development efforts. An overview of the essential functions includes:

- Board recruitment/selection process development
- WIB orientation
- Board self-assessment initiatives
- Best practices from WIBs

A full list of the committee responsibilities can be found in Attachment A

#### **Section 8.0: Committee Structure and Regulations**

##### **Section 8.1: Appointment of Committee Chairpersons**

The Chairperson of Standing Committees and Ad Hoc Committees are appointed by the Chairperson of the Board for two-year terms and may be reappointed. Pursuant to Section 107(b)(4)(a) of WIOA law, Standing Committees shall be chaired by a member of the Local Board.

In the event that a Committee Chair is vacated through resignation or other consideration including cause during a regularly appointed term, the Board Chair a replacement to complete the term.

Committee Chairpersons will be responsible to:

- Convene and preside at all Committee meetings;
- Exercise all other appropriate Chair duties;
- Serve as a member of the Executive Committee (Standing Committees only).

## **Section 8.2: Committee Composition**

The Chairperson of the Board, after consultation with the Standing Committee Chairperson(s), appoints and removes members of committees. Non-Board members may be appointed to any of the committees, except the Executive Committee. Non-Board members of all Committees/Teams shall be considered non-voting members of the Workforce Investment Board.

## **Section 8.3: Meeting Schedule**

The committee chairpersons will determine regular meeting schedules for their committees, in consultation with the Board Chairperson.

# Attachment A

## Board Development Committee Committee Charter

### **Committee Purpose:**

The board development committee is commissioned by, and responsible to, the Workforce Investment Board for:

- Ensure board effectiveness, maximum participation, and performance;
- Identify, recruit, and nominate persons to serve as members and officers of the board in a timely fashion;
- Ensure board policies are being observed;
- Implement board development and growth opportunities throughout the year;
- Ensure all board members receive orientation, and;
- Annually recommend a slate of officers to the Executive Committee for approval.

**Reports To:** WIB Executive Committee

**Chaired By:** WIB Chair Appointment

**Meeting Frequency:** Bi-Monthly

### **Essential Functions and Duties:**

#### ***Board Development***

- Creates and maintains a description of duties for Board officers and members.
- Meets annually with Board members whose terms are expiring to assess their interest in pursuing additional terms.
- Recommends/nominates board members for election as board officers each year.
- Helps board members identify where they may best serve the organization, including committee selection and other role(s) they may be equipped to assume on behalf of the Board .
- Identifies well-qualified candidates using a careful process designed to obtain influential and knowledgeable strategic-thinkers, representative of the Butler, Clermont and Warren county region. The major steps in this committee's process are:
  1. Identify and prioritize the board's need(s) utilizing a board assessment tool.
  2. Compile a list of qualified prospects according to the identified need(s).
  3. Present the prospect(s) to the Executive Committee for preliminary feedback.
  4. With approval from the Executive Committee, meet with candidates to:
    - a. Thoroughly counsel candidates regarding the organization's mission, program, organizational chart and committee structure, role of the board, and expectations of board members;
    - b. Explore the candidate's interest in serving the organization, and;
    - c. Determine if the candidate has the time needed to fulfill the role effectively.
  5. Obtain a completed board application from qualified and interested candidates.

6. Develop a slate of nominees, if applicable.
7. Recommend the candidate(s) or slate of nominees to the representative County's Board of Commissioners for approval.
8. The Board Development Committee may also assist a local County in recommending a suitable candidate for appointment to fill any vacancies that may arise.

**Note:** Per Area 12 WIB By-Laws, each county Board of Commissioners will make its County's appointments for its respective Workforce Investment Board members.

### ***Board Training***

- Designs and oversees a comprehensive board orientation for every board member, adequately preparing members for their roles prior to their initial meetings.
- Designs and implements an ongoing board training/education program to enhance the quality and future viability of the Board.
- Leads the Board in regularly reviewing the board's role, areas of responsibility, and expectations of individual board members.

### ***Board Performance/Effectiveness***

- In conjunction with the Board Chair, analyzes the performance of the Workforce Investment Board as a whole, utilizing the achievement of the goals and objectives of the strategic plan as the benchmark.
- Analyzes the performance of individual members of the board in terms of attendance at board meetings; participation in discussion and decision making at board meetings; level of involvement at the committee level; participation in groundbreakings, dedications, and other special events; and fundraising for the organization.
- Consults with board members who are not performing adequately and makes recommendations to the board whether such board members should be removed or retained.
- Proposes, as appropriate, changes in roles, and responsibilities.
- Provides ongoing counsel to the board on steps they might take to enhance board effectiveness.
- Periodically reviews and updates the board's policies and practices, such as Conflict of Interest, Code of Ethics, board attendance policy, adherence to Robert's Rules, use of a quorum, etc.

### ***Board Leadership***

- Takes the lead in succession planning for the Administrator and Board officers, taking steps to recruit and prepare for future board leadership.
- Prepare new officers for their positions.
- Annually, review and make recommendations for changes in bylaws.
- Conduct exit interviews with out-going board members.