



CareerSource Capital Region
Workforce Board
Membership Application

Name of Nominating Organization or Association: _____

Applicant's Name: _____

Representation (Check all that apply to the candidate):

- | | |
|---|--|
| Business Representative: | _____ Economic & Community Development |
| _____ Gadsden County Business | _____ Organized Labor |
| _____ Jefferson County Business | _____ Apprenticeship Program |
| _____ Leon County Business | _____ Organization Helping Individuals with Barriers to Employment |
| _____ Wakulla County Business | _____ Organization Helping Youth with Barriers to Employment |
| _____ Small Business | _____ Organization Helping Veterans with Barriers to Employment |
| Other: | _____ Vocational Rehabilitation |
| _____ Adult Education & Literacy Institution | _____ Organization Relating to Transportation, Housing, or Public Assistance |
| _____ Institution of Higher Education Providing Workforce Investment Activities | _____ Philanthropic Organization |
| _____ Independent Higher Education Provider | |



Applicant's Name: _____

Work E-mail: _____

Personal E-mail: _____

Company Name: _____

Company URL: _____

Company Address: _____ Home Address: _____

Business Phone: _____ Cell Phone: _____

1. Type of Business: _____

2. Approximate number of local employees? _____

3. What is your official position and what do you do at your organization? _____

If you run out of room, feel free to use additional sheets.



4. What do you think are the critical workforce issues for our region? _____
- _____
- _____
- _____
- _____
5. What would you bring to the CSCR Workforce Investment Board (e.g., talent, experience, resources, knowledge, networks, and passion)? _____
- _____
- _____
- _____
- _____
6. What value do you hope to get out of your participation on the CSCR Board? _____
- _____
- _____
- _____
- _____
7. Additional thoughts? _____
- _____
- _____

If you run out of room, feel free to use additional sheets.

Local Workforce Board Member Job Description

The mission of CareerSource Capital Region is to lead a system that produces a high-quality workforce capable of meeting the changing needs of employers in Gadsden, Jefferson, Leon and Wakulla Counties. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong regional workforce development system; convening groups of businesses, training providers, and other organizations to develop solutions to local workforce development challenges and overseeing the network of CareerSource Capital Region (CSCR) Career Centers. While the CSCR Board has governance control of multiple grants and implements the policies of State and Federal government to achieve measurable outcomes, it contracts with a service providers to perform the day-to-day services at its career centers. The board staff carry out the oversight, monitoring, and quality expectations to meet the primary indicators of performance outlined in the Workforce Innovation and Opportunity Act (WIOA).

Qualifications

- The 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 job seekers.
- A commitment to devote time, talent and resources to working with other board members, staff, employers, public officials, and public and private sector partner organizations to improve the quality of the workforce talent.
- **Must be in a position with optimum policymaking or hiring authority**
- Must have an interest in working to enlarge the labor pool with qualified applicants.

Expectations

- Complete board member orientation and refresher training as required.
- Regularly attend Board and committee meetings.
- Participate actively in at least one Board committee.
- Be prepared for Board meetings by staying informed about Board matters and reviewing materials sent in advance of the meetings.
- Get to know and respect other Board members, building collegial relationships that contribute to effective decision-making.
- Act and vote on behalf of the long-term interests of the Board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest, and adhere to the Board's conflict of interest policy, prescribed local, state and federal conflict of interest regulations and laws. If a conflict on a particular issue is

unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.

- File a full and public disclosure of financial interests pursuant to s.8, Art. II of the State Constitution or s. 112.3144, or s. 112.3145, whichever is appropriate. Each MEMBER of the BOARD OF DIRECTORS must file a statement of financial interests within 30 days from the date of appointment and annually thereafter.
- Understand and observe the respective roles of the board members, board staff, service provider staff, and the chief elected officials.
- Take advantage of opportunities to become more educated about the Local Workforce Development Board (LWDB) and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Help identify and recruit additional Board members.
- Board members will engage in discussion and dialogue related to workforce issues.
- Board members will tour the Career Center at least once per term.
- Board members are encouraged to ask questions and share observations related to workforce issues.
- Board members will have a Consent Agenda where a board committee and then the executive committee have already vetted the recommended action. While Board members can pull any consent agenda item for further discussion, members are encouraged to respect the work of their peers and if there is a consistent concern in a certain area, say finance, join that committee and strengthen its engagement.
- Possess a business demeanor and contribute expertise to help in the success of the LWDB.
- Fulfill the duties and functions of a board member set forth in the Board bylaws.

Time Requirements

- The Board meets quarterly with meetings that typically last no more than ninety minutes.
- Committees meet quarterly with meetings that typically last no more than one hour and a half.
- Average meeting time commitment for members is approximately three - four hours per quarter. Time commitment is greater for those who serve on more than one committee or serve in a leadership capacity.
- All members must complete new board member orientation within 6 months of appointment and annual refresher training thereafter.
- Individuals are appointed for four-year terms. If you are replacing a board member, your board service will pick up where the position left off when it became vacant.
- Maximum service – 8 consecutive years



Disclaimer, Applicant Statement & Signature

I understand that if I am selected for appointment to the Board of Directors, I must, and will, abide by the requirements set forth in the board member position description, board bylaws, as well as local, state and federal laws and regulations.

By signing below, I authorize my current and former employers and co-workers, associations and groups in which I have participated, and all other organizations and individuals who know me to disclose information regarding my character, skills and abilities to fulfill the obligations of board membership to individuals engaged in the board member appointment process. I release all individuals and organizations from any and all liability as a result of their disclosure of information about me to individuals engaged in the board member appointment process.

By signing this application, I certify that all of the information provided in this application and in any interaction, whether it be verbal or written, during the application/appointment process is true, complete and accurate to the best of my knowledge.

Applicant Signature

Date

Submit your completed application to cscr@careersourcecapitalregion.com.