

## **Regional Workforce Development Council Operating Guidelines**

### **Article I: Name**

The name of the council shall be the Region \_\_ Workforce Development Council, hereafter referred to as the Workforce Development Council.

### **Article II: Purpose**

The purpose of the workforce development council is to facilitate establishment and implementation of a comprehensive, coordinated, seamless workforce development system for the region that supports economic and job development activities to include needs of existing businesses and industries. The workforce development council shall be business led and business driven.

### **Article III: Objectives and Functions**

The objectives of the workforce development council are to:

- A. Promote a seamless workforce development system in the region through the development of communication strategies among agencies and by advancing initiatives that support combining of resources and related goals.
- B. Assess current and future workforce needs of employers in region. Establish an appropriate strategic plan to meet capacity and skill development and training needs in the region and ensure that the investment of public workforce development funds are addressing priority needs in the region.
- C. Partner with workforce development service providers (e.g., two-year colleges) or other workforce development regions in planning and developing actions to address specific workforce development priorities.
- D. Serve as a co-applicant for workforce development funds requested from the Governor's Office of Workforce Development.
- E. Assist in determining effectiveness of State- and federally-funded training projects in the region and the impact on overall workforce and economic development in relation to the regional workforce development strategic plan.
- F. Assist in evaluating the service delivery structure and coordination among entities providing workforce development services in the region.
- G. Expand the resource base available for workforce development in the region.
- H. Develop and maintain strategic plans and workforce development training initiatives, to include a list of workforce development needs in priority order.
- I. Serve as an advocate for high quality workforce development activities in the region.

- J. Assist the Governor's Office of Workforce Development in establishing policies and practices that ensure high quality training and services are provided in the region.

**Article IV: Membership**

- A. Workforce development council members shall be appointed by the Chair of the regional workforce development council and approved by the Governor of the State of Alabama based on the recommendation of the Nominating Committee of each local region. The Council will provide the Governor's Office of Workforce Development the names, addresses, telephone numbers and e-mail addresses of the council members and officers. A minimum of seventy-five percent of workforce development council members shall represent private employers within the region.
- B. The workforce development council shall be an active coalition of a minimum of 20 members representing all counties designated in the region. There must be a minimum of two (2) private sector employer representatives from each county. Local elected officials, state legislators within the region, directors of regional economic development organizations and directors of regional chambers of commerce are considered essential members of the workforce development council. Representatives from regional planning commissions are to serve as either regular or ex-officio members of each council. Each workforce development council member shall be appointed to serve for three (3) consecutive years. Workforce development council members may serve consecutive terms, if recommended by nominating committee and approved by the Chair of the council.
- C. Presidents of Community Colleges and Community College Workforce Development Directors, Alabama Career Center; WIA and Alabama Employment Services Directors, Adult Education Directors, local WIB Directors and chairs, AIDT and ATN representatives, representatives from area University Systems, Superintendents of all Secondary School Systems in the region, local directors of Alabama Department of Rehabilitative Services, Alabama Department of Senior Services, Regional Directors of Department of Human Resources connected to the region, and other applicable services provider directors including key private sector training providers, shall serve an essential function as ex-officio members of the Council. There is not a maximum number of ex-officio designees to serve on the council.
- D. Additional business and industry leaders outside of the designated council may be engaged within a committee structure as designed by the regional council. When needed, these committee members are invited for purposes of providing subject matter expertise and assistance in specific workforce development areas for the development of council recommendations for proposed action.

## **Article V: Governance**

- A. Rules governing the workforce development council shall be the Operating Guidelines.
- B. A quorum shall be constituted by a minimum of 25% of the members of the workforce development council present at a duly called meeting.
- C. All active voting members shall be entitled to one vote at all meetings at which they are present. All questions shall be decided by majority vote of the workforce development council members present. A voting member may designate a proxy if unable to attend a meeting.
- D. The officers of the workforce development council shall be Chair, Vice-Chair (Co-Chair), and Secretary, and shall be selected from the active membership. Additional officers may be designated by vote of the active voting membership.
- E. The term for each executive office position shall be for one year coinciding with fiscal year from October 1- September 30. An officer may be re-elected up to three (3) consecutive terms.
- F. Nominees for offices shall be identified by the Nominating Committee and by nominations from the floor.

## **Article VI: Duties of Officers**

- A. The Chair shall preside at meetings of the workforce development council and the Executive Committee, coordinate council meeting, schedules, and agendas for the workforce development council, and appoint committees and designate chairpersons subject to the approval of the council.
- B. The Vice-Chair shall assume all duties of the Chair in the event of the inability of the Chair to act.
- C. The Secretary shall review and submit minutes of meetings for approval by the Workforce Development Council.

## **Article VII: Committees**

- A. **The Executive Committee** shall be a standing committee comprised of the officers of the workforce development council and three workforce development council voting members elected at-large. The Executive Committee shall carry out routine and administrative functions of the Board between scheduled meetings of the workforce development council.

- B. **The Nominating Committee** shall be a standing committee comprised of the past council chair and two other current members appointed by the current chair
- C. **Strategic Planning Committee** shall develop a plan identifying workforce development needs of the region and strategies to address those needs; monitor and manage the plan to maintain consistency and accountability for the organization.
- Work with council to develop strategic plan
  - Ensure that the region adheres to the Operating Guidelines
  - Report any changes in Guidelines
  - Give insight to Council and Committee Chairs
  - Identify and monitor key benchmarks for the region
  - Forward completed plan, with a prioritized list of workforce development needs, to Governor's Office of Workforce Development
- D. **Administrative Committee** will support the region with all administrative and clerical services.
- Maintain and report region's finances
  - Record minutes of Council meetings
  - Create and maintain meeting agenda
  - Research and report data as needed for forecasting and analyzing trends
- E. **Grant Review Committee shall screen, review and make** recommendations to the regional council as related to grants and funding requests within the guidelines and parameters of the Alabama Workforce Development System and, if applicable, Workforce Investment Act.
- F. **Communication and Marketing Committee** aggressively markets and communicates the vision of the region's goals to significantly increase and stimulate Workforce Development System usage; consistently communicates regional economic and education trends, training, and job opportunities; builds relationships with elected officials by exhibiting programs success; communicates successes in local media; and assists in recruiting and job placement efforts and provides information on available funding.
- G. Other committees shall be established when required to carry out the business of the workforce development council.

### **Article VIII: Meetings**

The Workforce Development Council shall hold a minimum of one meeting each quarter of the calendar year on dates established at the beginning of each year. The Council will provide the Governor's Office of Workforce Development with the meeting dates, times and locations for the year.

The Executive Committee may call special meetings with a minimum of one week notice to the Governor's Office of Workforce Development and its council membership.

**Article IX: Correspondence, Record Keeping, Fiscal processes**

The workforce development council will recommend a two-year college or other qualifying entity within its region as the fiscal agent to ensure compliance with generally accepted accounting principles and all applicable state and federal statutes and regulations in order to ensure that all funds for council operations are expended for allowable costs. At a minimum the selected entity will provide the following staff support services:

- Prepare drafts of meeting minutes
- Provide accounting and quarterly reporting functions for all State and federal funds awarded to the workforce development council
- Information on upcoming meetings
- Prepare materials for workforce development council meetings
- Maintain current contact data on all council members and provide regular updates to the Governor’s Office of Workforce Development
- Provide the Governor’s Office of Workforce Development with current membership listing of all appointed committees
- Maintain all related record-keeping functions.

**Article X. Fiscal Year**

The fiscal year of the each Regional Workforce Development Council shall be from October 1- September 30.

**Article XI: Amendments to the Operating Guidelines**

The Operating Guidelines may be amended by a majority of voting council members present and upon approval from the Governor’s Office of Workforce Development.

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Chair, Region \_\_ Workforce Development Council

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Date

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Director, Governor’s Office of Workforce Development

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Date