



## BOARD DIRECTOR POSITION DESCRIPTION

The mission of the CareerSource Tampa Bay is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in Hillsborough County and the surrounding areas. Activities of the Board include gathering and disseminating information about the area's labor market and business employment needs; building a strong regional workforce development system; convening groups of employers, training providers, and other organizations to develop solutions to meet workforce development challenges; and oversee the network of Workforce Development Centers.

### Qualifications

- The desire to make a positive contribution to the region's economy by helping to shape a workforce development system that meets the needs of employers and job seekers.
- A commitment to devote time and talent to working with other board members, staff, employers, public officials, and public and private sector partner organizations to improve the quality of the workforce.
- Must be a senior-level decision-maker in your organization.

### Expectations

- Regularly attend Board and committee meetings.
- Participate actively in at least one 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. 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.
- 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 Regional Workforce Board 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.

### Time Requirements

- The Board meets quarterly with meetings lasting no more than sixty minutes.
- Committees meet quarterly, except for Finance and Executive Committees that meet two out of every three months. Committee meetings last no more than one hour.
- Average time commitment for members is approximately three to four hours per quarter. Time commitment is greater for those who serve on more than one committee.
- Individuals are appointed for a term period of two years.