

## **Alaska Workforce Investment Board Member Job Description**

In order to accomplish the overall mission of the Alaska Workforce Investment Board, and to achieve its specific objectives, each member of the Board is expected to fulfill several individual responsibilities. Members should:

1. Prepare for board meetings or committee teleconferences, through careful study of the agenda and its supporting materials.
2. Read and become familiar with Robert's Rules of Order Newly Revised (provided to all board members to date).
3. Attend the board and committee meetings by arranging work and travel schedules in advance to allow full participation.
4. Evaluate and follow-up on the actions taken at Board meetings by keeping track of how actions of the board are being implemented in the short and long run, and expressing comments or concerns with the Chair or Executive Director, as appropriate.
5. Establish two-way communication links with AWIB partners to explain and discuss the actions taken by the board.
6. Fulfill responsibilities of any collateral assignment as an AWIB committee member or appointed representative to other agency committees or task forces in accordance with the purpose of the committee or the nature of the representation on behalf of the AWIB, and consistent with the precepts of preparation, attendance, participation and evaluation set forth above.
7. Participate actively in the legislative activities of the AWIB, in the most effective manner, to be jointly decided by the Chair, the Executive Committee, and the Executive Director.
8. Accept occasional public speaking assignments such as chairing meetings and introducing speakers, as well as giving reports as appropriate before the board.
9. Acknowledge and abide by the AWIB Board Member Job Description and Code of Conduct.

10. Serve as ambassador of the Board and the Administration. As such, each member of the board functions as a representative of the AWIB to the Legislature, the other boards, partner agencies, and the general public. Each Board Member must assume responsibility for explaining Board decisions, AWIB's vision for the future, and AWIB's missions and goals, together with the action plans approved by the Board to realize that vision and attain the goals.
11. Be aware of the time commitment. The amount of time that can be expected of each board member depends on the number of committees each board member serves on. It is not recommended that board members serve on more than one committee, unless they can commit an adequate amount of time to be an active participant. Committee meetings are normally held every other month per the yearly Calendar (attached) and usually last approximately one hour. Board members who serve as committee Chairs can expect to spend a little more time than other board members.
12. Be aware that AWIB members are required to complete an Alaska Public Offices Financial Disclosure Statement by March 15<sup>th</sup> of each year at [www.state.ak.us/local/akpages/ADMIN/apoc/pofd.shtml](http://www.state.ak.us/local/akpages/ADMIN/apoc/pofd.shtml).