

RESOLUTION NUMBER 03-03
A RESOLUTION PROVIDING A BOARD MEMBER JOB DESCRIPTION AND
CODE OF CONDUCT

WHEREAS, the Alaska Workforce Investment Board is a public organization which is accountable through its council members and staff to the citizens, the Legislature and the Governor of Alaska; and

WHEREAS, the effectiveness of the Alaska Workforce Investment Board depends on the knowledge and engagement of Board Members; and

WHEREAS, The credibility of the Alaska Workforce Investment Board is directly affected by the manner in which board members conduct themselves and Board business; and

WHEREAS, the effectiveness and credibility of the Alaska Workforce Investment Board directly impact the goals of the Administration and the Department of Labor and Workforce Development;

NOW THEREFORE BE IT RESOLVED that:

The bylaws of the Alaska Workforce Investment Board are amended in the following manner:

Article IV, Membership – a new section shall be added to read:

- *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:*
- *Prepare well for each Board meeting or committee teleconference, through full and careful study of the agenda and its supporting materials, other relevant materials, and through discussion of agenda items, when appropriate, with other Board members, staff members, and others as desired in formulation of preliminary personal views on each topic in advance of the board meeting. These judgements are to serve as a base point for further discussion in the meeting;*
- *Attend the entire board meeting by arranging work and travel schedules in advance to permit on-time arrival and staying through the full meeting;*
- *Evaluate and follow-up on the actions taken at Board meeting by keeping track (through published AWIB documents) of how the 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;*
- *Establish two-way communication links with AWIB partners to explain and discuss the actions taken by the Board;*

- *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 AWIB, and consistent with the precepts of preparation, attendance, participation and evaluation set forth above;*
- *Participate actively in the legislative activities of the AWIB, in the most effective manner, to be jointly decided with the Chair, the Executive Committee, and the Executive Director;*
- *Accept occasional public speaking assignments such as chairing meetings and introducing speakers, as well as giving reports as appropriate before the Board;*
- *Acknowledge and abide by the AWIB Board Member Job Description and Code of Conduct.*

Additionally, the Board Member serves 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 mission and goals, together with the action plans approved by the Board to realize that vision and attain the goals.

Article V, Appointments and Terms, shall be amended by inserting a new section 2 that reads:

Section 2 As a member of the Alaska Workforce Investment Board I will:

- *Attend all regularly scheduled board meetings and other teleconference meetings, insofar as possible, and become informed concerning the issues considered at those meetings;*
- *Understand the responsibility inherent in serving on a policy setting public body as that of providing broad guidance and direction to the Administration that is responsible for the interpretation and implementation of those policies;*
- *Recognize that I should endeavor to make policy decisions only after full discussion at a committee meeting, committee teleconference, or a meeting of the Full AWIB;*
- *Render all decisions based on the available facts and my independent judgement, and refuse to surrender that judgement to individuals or special interest groups;*
- *Encourage the free expression of opinion by all Board Members, and seek systematic communication between Board Members and partner agencies;*

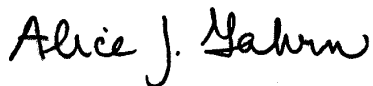
- *Recognize the responsibility for management of the AWIB is that of the Executive Director and, in turn, the professional staff members assigned to assist the Executive Director in carrying out the policies established by the Board;*
- *Inform myself about current workforce development issues by individual study and through participation in programs providing needed information, such as those sponsored by partner agencies, state agencies, or national organizations;*
- *Avoid being placed in a position of conflict of interest, and avoid using my board position for the advancement of my personal interest or personal gain.*

Following sections shall be re-numbered accordingly.

CERTIFICATION

We, the undersigned, hereby certify that the Alaska Workforce Investment Board is comprised of 22 members, of whom 17, constituting a quorum, were present at a meeting duly and regularly called, noticed, convened and held this day of February 2003, and that the foregoing Resolution was duly adopted at said meeting by the affirmative vote of 17 members, and opposed by 0 members, and that said Resolution has not been rescinded or amended in any way.

Signed this 26th day of February 2003.



Dr. Alice Galvin, Chair
Alaska Workforce Investment Board