



Member Job Description

Who We Are

Lancaster County Workforce Development Board (LCWDB), a 501(c)(3) non-profit organization, is the local Workforce Development Board (LCWDB) for Lancaster County, Pennsylvania. Under the Workforce Innovation and Opportunities Act (WIOA) of 2014, LCWDB is mandated to oversee the use of federal and state workforce funding for employer and job-seeker services. In addition, LCWDB has a broad strategic portfolio, including competitive grants, special initiatives and research capabilities to meet its mission.

The Lancaster County Commissioners appoint the members of the LCWDB. The majority of the seats are held by private sector representatives with the intent that they will bring best business practices into the realm of aligning government resources. Other members of the LCWDB represent organized labor, educational institutions, government agencies, economic development, social service and community organizations as well as PA CareerLink® partner agencies.

What We Do

LCWDB is committed to the development and unification of a demand-driven workforce system that will attract and grow businesses and the Lancaster County economy. To accomplish this we:

- Bring together policy makers, business, organized labor, government agencies, education entities, economic development agencies and the public to better understand workforce needs and to identify solutions.
- Develop and implement comprehensive regional strategies to meet the education and job training needs of the workforce.
- Oversee the PA CareerLink® location located in the county to provide a variety of services to employers and individuals seeking employment opportunities.
- Collect and analyze labor market information to identify employment trends, skills gaps and education and training needs and disseminate the information to policy makers, educators, business, PA CareerLink® partners and job seekers.
- Strengthen alliances with economic development to identify and address the workforce needs of current and future industries and promote the availability of Lancaster, Pennsylvania's qualified workers.
- Ensure that youth have access to opportunities in education, career exploration and meaningful work experiences.
- Promote strategies to improve education levels and basic workplace skills needed to meet the needs of companies and improve their competitiveness in today's marketplace.
- Support strategies that encourage life-long learning and continuous improvement of workplace skills.
- Advocate for the importance of workforce policy and provide perspective about the need for a skilled workforce.

The Lancaster County Workforce Development Board focuses its investment strategy on five industry clusters in the Lancaster County economy – agriculture, construction, health care, live entertainment and manufacturing – that are growing and support gold-collar (high-skill, high-pay, high-demand) jobs.

**Lancaster County
Workforce Development
Board**

313 W. Liberty Street
Suite 114
Lancaster, PA 17603

T - 717.735.0333
F - 717.735.0335

www.lancastercountywib.com

Qualifications

- 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 individuals.
- Commitment to devote time and talent to working with other board members, staff, businesses, public officials, and public and private-sector partner organizations to improve the quality of the workforce.
- Private-sector members must have optimum policymaking or hiring authority and represent businesses that reflect the employment opportunities in the local area.

Expectations

- Regularly attend board and committee meetings.
- Notify the LCWDB administrative assistant when you are unable to attend meetings.
- Participate actively in at least one standing committee of the board.
- Be prepared for meetings by staying informed about board matters, reviewing materials sent in advance.
- Get to know other board members, building collegial relationships that contribute to effective decision making.
- Act and vote on behalf of the interests of the board and community and not on the interest of a single constituency.
- Understand and observe the respective roles of the LCWDB, staff and service providers.
- Agree to become knowledgeable of the breadth of PA CareerLink® services available to employers and job seekers, promote the services and encourage your own organization to use the services where possible and appropriate.
- Take advantage of opportunities to become more educated about the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Sign and adhere to a conflict of interest policy.
- File a Statement of Financial Interests by May 1ST of each year during board membership.

Time Requirements

- The board meets the third Thursday of every other month with meetings normally lasting one and a half hours.
- Committees meet on varying schedules; monthly, bi-monthly or quarterly.
- Average time commitment for members is approximately ten hours per quarter.
- Individuals are appointed for three-year staggered terms.

Board Committees

- *Executive Committee* - responsible for decision-making in lieu of the full LCWDB meeting and consists of committee chairs and other members of the Board.
- *Finance Committee* - ensures that audit and fiscal systems are operating efficiently and that internal fiscal controls are in place; focuses on fiduciary responsibilities of the Board and other areas designated by the LCWDB; chaired by private sector member of the Board.
- *Local Management Committee* - oversees the Department of Human Services' programs, including the Employment Assessment and Retention Network (EARN) and WorkReady, design and performance measures; has a mandated composition of members; is chaired by private sector member of the Board.
- *Performance Committee* - reviews and oversees PA CareerLink® plans and chartering; responsible for developing PA CareerLink® policies and procedures and implementation and integration of WorkKeys® into the PA CareerLink® programs.

- *Youth Council* - develops the process for release of Title I youth funds; develops benchmarks to measure the success of Workforce Innovation and Opportunities Act funded youth programs; ensures continuation of services to youth and explores funding, partnerships and other opportunities to provide career awareness and work readiness experiences for all youth; recommends selection of youth training providers; mandated composition of members.