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ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A-1
Issuance Date: 7/1/2023
Subject: Board Member Orientation Policy

To ensure new members of the Workforce Development Board of North Missouri are informed of their duties and responsibilities, the Executive Director shall follow this policy to provide orientation to all new members of the Board before their first Board Meeting.

The New Board Member Orientation shall include at a minimum the following items:

- Composition and Roles/Responsibilities of the Local Board
  - Roles/Responsibilities of Chief Elected Officials, the Board, and its members
  - By-laws and local governance agreements.
  - Goals of the board
  - LWDB Committees
- WIOA background and expectations
  - Explanation of WIOA legislation
  - Statewide/Local WIOA performance measures
  - Key WIOA partners and their roles
  - WIOA funding streams
- Composition of Local Workforce Region (identifying sub-recipients)
  - Local Plan
  - Job Center locations
  - Job Center services
- Composition and Roles/Responsibilities of the MoWDB and OWD*
  - Oversight requirements, including the location of OWD Issuances
  - Workforce programs operated by the State.

* The material for this section will be provided by OWD.

During the orientation, all new board members will review and sign the Board's Conflict of Interest and Code of Conduct policy as well as the WIOA Equal Opportunity Complaint and Grievance policy and procedures.

The Workforce Development Board of North Missouri is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Missouri TTY users can dial 711. This information can be translated into another language if requested. Please contact the WDB Office for translation assistance.

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