



Board New Member Orientation Policy

Issuance No: NEMO WDB 36-2021

Effective Date: 04-30-2021

To ensure that new members of the Northeast Missouri Workforce Development Board understand their duties and responsibilities, the Executive Director shall follow this policy to provide orientation to all new members of the Board within 60 days of their onboarding.

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

- Composition and Roles/Responsibilities of the Local Board
 - o Roles/Responsibilities of Chief Elected Officials, the Board and its members
 - o By-laws and local governance agreements.
 - o Goals of the board
 - o LWDB Committees

 - WIOA background and expectations
 - o Explanation of WIOA legislation
 - o Statewide/Local WIOA performance measures
 - o Key WIOA partners and their roles
 - o WIOA funding streams

 - Composition of Local Workforce Region (identifying sub-recipients)
 - o Local Plan
 - o Job Center locations
 - o Job Center services

 - Composition and Roles/Responsibilities of the MoWDB and OWD*
 - o Oversight requirements, including the location of OWD Issuances
 - o 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 policy as well as the WIOA Equal Opportunity Complaint and Grievance policy and procedures. When the training is completed, the new member will sign the Training Attestment (Attachment 2)

Attachment 1: Board Orientation Presentation

Attachment 2: Training Attestment