Local Workforce Development Board Member Job Description

**Position Title:** Member, Local Workforce Development Board (LWDB)

**Mission:** The mission of the Workforce Alliance of South Central Kansas is supporting and advancing a competitive workforce in South Central Kansas.

**Vision:** Our vision is a growing regional economy through a skilled workforce.

**Purpose:**

* Identify and assess workforce issues and needs of business and the community and endeavor to establish partnerships to align LWDB services to meet the community’s workforce needs.
* Solicit input and participation by the public and private sectors for joint planning and the provision of services to the residents of the Local Area IV.
* Provide overall policy guidance and oversight on the use of WIOA funds and on the approach to delivery of services.
* Establish a committee structure that insures adequate review of proposals, oversight of program operations, long-range planning, and marketing to the business community.

**Minimum Job Requirements:**

* A demonstrated interest in the economic vitality of the community and the related service goals of the LWDB.
* Specific experience and/or knowledge in at least one element: resource development, evaluation, training, program development, policy administration, finance, human resource administration, or public relations.
* Representative of some aspect or segment of the community.
* Ability to represent the interests of their sector and the best interests of the community.
* Willingness to participate actively, including regular attendance at board and committee meetings.
* Have optimum policy making or hiring authority at their organization.

**Expectations:**

* Members will attend LWDB meetings and participate in selected committees.
* Members will endeavor to engage their entity in the issues, interests and solutions developed by the LWDB.
* Take an active interest in a board function/committee e.g. marketing, fund raising, performance review, advocacy, etc.

Code of Conduct

**Local Workforce Development Board members should:**

* Have a genuine concern and knowledge of local workforce development and training needs.
* Express their opinions and respect others’ opinions.
* Be trustworthy and honest.
* Have a strong sense of independence in making decisions.
* Have a clear understanding of their roles and responsibilities.
* Conduct themselves in good faith and a manner that they reasonably believe to be in the best interest of the LWDB.
* Use such care, including reasonable inquiry, skills and diligence, in making decisions as a reasonable person would use under similar circumstances.
* Act without conflict of interest. (See Conflict of Interest Policy)
* Serve in a voluntary capacity (e.g. LWDB members will not be compensated for their services, however, they may be reimbursed for expenses incurred on behalf of the LWDB when such expenses are first approved by the LWDB).
* Actively seek ways in which to advocate for the LWDB and to leverage resources.
* Commit to attending all LWDB meetings and contributing effort to support committee and taskforce assignments.
* Refer requests for public comment to the appropriate spokesperson.
* Report any suspected fraud or abuse to the Kansas Department of Commerce (See KW State Policy #5-11-00) at 785-296-2122 or [crc@kansascommerce.com](mailto:crc@kansascommerce.com) or to the Office of Inspector General (OIG)/USDOL at 1-800-347-3756

Conflict of Interest

*Local Workforce Development Board (LWDB) Members*

LWDB members should avoid all conflict of interest, both actual and perceived.

Federally funded programs have specific requirements concerning conflict of interest. Board members and staff involved in the procurement process are prohibited from accepting gifts, favors or anything of monetary value from existing or potential contractors or parties to sub-agreements.

Every reasonable course of action shall be taken in order to maintain the integrity of the expenditure of public funds and to avoid any favoritism or questionable conduct. Any situation suggesting a decision was influenced by prejudice, bias, special interest or personal gain shall be avoided. Before being awarded a contract a person may be required to ensure, in writing, such person has not been retained in violation of the ethical standards. Failure to do so constitutes a breach of ethical standards.

In order to avoid conflicts of interest, if an individual has a conflict of interest, whether real or perceived, they must declare a conflict on the official record, remove themselves from the discussion, and abstain from voting on and participating in the procurement.

The following create conflicts of interest and must be avoided by all Board members and staff of the organization in procuring goods or services with federal/state funds:

* Gratuities - Soliciting, demanding, accepting or agreeing to accept or to offer, give or agree to give, from/to another person any economic opportunity, future employment, gift, loan, special discount, trip, favor or service, except nominal gifts as specified in state requirements
* Procurement Documents - Any individual’s participation in the development of procurement documents, review of procurement packages prior to release to potential bidders, acceptance by deadline, initial review of procurement packages, negotiation, selection, discussion, award or administration of a procurement supported by funds where, to the individual’s knowledge, any of the following has a financial or other substantive interest in any organization which may be considered for award:
  + The individual
  + Any member of his or her immediate family
  + His/her partner or
  + Any organization in which any of the above has a material financial or other substantive interest
* Contingent Fees - To solicit or secure a contract upon agreement or understanding for a commission, percentage, brokerage or contingent fee except for retention of bona fide employees or established commercial selling agencies for the purpose of securing business
* Confidentiality and Nondisclosure – Certain information may not be disclosed until a particular point in the procurement process has been reached. Other information must be kept confidential permanently. The following are examples of procurement information not to be used by any person for actual or anticipated personal gain or for the gain of any other person:
  + Information about the funds available or related data, until the information is made known to all bidders
  + Number and names of bidders until the contract is awarded and the decision is made public
  + Technical or cost/price information to anyone not officially involved in the procurement while the procurement is in progress and
  + Certain technical or proposal information the bidder has designated as proprietary or trade secret, even after the award is made and publicized
* Illegal Acts - Accepting or paying bribes or kickbacks, conspiring to thwart the competitive procurement process
* Other Actions – Other actions which create real or apparent conflicts of interest

Substantive interest means any interest of a substantial nature, whether or not financial in nature, including membership on an organization’s governing board, acting as the agent for an organization or employed as an officer of an organization.

Immediate family means any person related within the second degree of affinity (marriage) or within third degree of consanguinity (blood) to the party involved. The prohibited relationships are as follows:

* First degree of affinity Husband, wife, spouse’s father or mother, son’s wife, daughter’s husband
* Second degree of affinity Spouse’s grandfather or grandmother, spouse’s brother or sister
* First degree of consanguinity Father, mother, son, daughter
* Second degree of consanguinity Grandfather, grandmother, brother, sister, grandson, granddaughter and
* Third degree of consanguinity Great grandfather, great grandmother, uncle, aunt, brother or sister’s son or daughter, great grandson, great granddaughter

Individuals who violate this policy will face disciplinary action and be terminated from the Board.