

## **Pasco Hernando Workforce Board Board Membership Job Description**

### **Objective:**

The board of directors for Pasco Hernando Workforce Board is the governing body of a non-profit organization. Membership is voluntary, without compensation, and includes representatives from education, labor, economic development, and of organizations identified as One-Stop Partners in the Workforce Investment Act of 1998, Section 117, and the Florida Workforce Innovation Act at Section 445.07, Florida Statutes. Within their respective organizations, individuals should have authority at the upper management level, such as hiring and terminating. Board members are covered by liability insurance. Board membership critical responsibilities include but are not limited to the following:

### **Summary:**

1. Setting the policy for the organization by:
  - Creating or updating the [mission](#) and [vision statement](#) in alignment with the cause of the workforce's region and branding.
  - Creating and updating the Bylaws and Articles of Incorporation.
  - Determining the organization's programs and services.
  - Approving the strategic plan in alignment with the Workforce goals and objectives.
2. Monitoring the organization's operations:
  - Recruiting and regularly evaluating the organization's executive director.
  - Assisting and providing support to the executive.
  - Approving the annual budget, annual report and any other and all other fiduciary responsibilities as necessary.
  - Approving major contracts and grants.
  - Soliciting and reviewing program evaluations.
  - Troubleshooting as necessary.
3. Serving as a public figure for the organization
  - Fundraising, by directly donating to the non-profit and soliciting donations from others.
  - Advocating for the organization.
4. Fulfilling other board responsibilities
  - Documenting policies and decisions to create an organizational memory.
  - Preparing for and attending board meetings.
  - Participating and/or chairing Standing Committees as required by the State statutes.
  - Researching and discussing issues before decisions are made.
  - Replacing and orienting board members when a vacancy arises and balancing membership between both counties.

Pasco Hernando Workforce Board  
Board Member Job Description

5. Adhering to certain legal and ethical obligations. While the details may vary from state to state, here are some common legal responsibilities for members of non-profit boards to:

- Take reasonable care when making decisions for the organization (called “duty of care”)
- Act in the best interest of the organization (called “duty of loyalty”)
- Act in accordance with the organization’s mission (called “duty of obedience”)
- Stand aside when there is a conflict of interest (called “recusal”)
- Meet in accordance with the “Sunshine Law” for Florida
- While the board should take the recommendations of the organization’s director, staff, and members into consideration, the board needs to be an independent decision-making body.

**Other Membership Requirements:**

- Board meetings are held the 3<sup>rd</sup> Thursday of every other month rotating between the three Career Center locations. Attendance by teleconferencing is available.
- Standing Committees and ad hoc Committees meet every other month or as needed. Each member will be appointed to at least one Standing Committee. Attendance by teleconferencing is available.
- All meetings are posted at least five (5) days in advance or unless an emergency meeting is held.
- Agendas are distributed for board meetings and standing committee meetings five (5) days in advance or unless an emergency meeting is held.
- Frequent attendance is required for monthly board meetings and standing committee meetings as appointed and held.

**Conclusion:**

It is in the best interest of the organization that that the board of directors avoid certain involvement in the daily operations of staff. Basically, board members should avoid being over- or under-involved. More specifically, the board of directors should not:

- Concern itself with the day-to-day management of the organization.

Approved: January 21, 2010