Board Recruitment/Retention/Accountability Package Proposal

The IWIB board staff has put forward the need to fast track the development of the board recruitment/retention/accountability package that is part of this group's work plan, and has asked the Board Recruitment Work Group and the Business Engagement Committee to approve an accelerated proposal and time line to have staff develop a package for approval by the work group, the BEC, the ExCom and ultimately the IWIB.

That package will consist of the six items outlined in the work plan. Items 1,2 & 3 are necessary to fast track for completion in December. Items 4,5 & 6 will then be taken up in January:

1. Define the profile of a local or state board member.
   1. Individual in a decision-making role, with an overview of the business as a whole
      1. Both operations and HR perspectives are necessary
      2. Senior members of the business (CEO, COO, Head of HR, etc.)
   2. User of the system
      1. Provides for familiarity with the system
      2. Easier to ask them to be advocates for the system
      3. Participants in school business education programs
      4. Participants in local/state apprenticeship programs
         1. Including steering committees
   3. Representative of the state (or local area)
      1. Business Sector
      2. Business Size
      3. Geography
      4. Equity (as defined by the Equity Task Force)
   4. Individuals who have indicated an interest in the business/education community at large
      1. Participation in other related groups
         1. Chambers & Business Groups
         2. Education Boards
            1. Local School Business Boards
            2. Local School Boards
            3. Community College Business Advisory Boards
            4. CTE Advisory Committees
            5. Other Education/Business Groups
            6. Apprenticeship Steering Committees
            7. Workforce NGOs & CBOs
2. Establish member roles, responsibilities and expectations.
   1. Attendance and participation expectations
      1. There should be an attendance requirement?
         1. Beyond IWIB by-laws
         2. How can we best follow-up on this (IWIB Staff? Board Leadership)
         3. This needs to be front and center in onboarding/orientation
         4. How can the IWIB ensure a steady pipeline of candidates are available through Governor’s appointment?
            1. Is there a part of the Governor’s Office that is specifically responsible for management of boards & commissions\

If not, can we help to push this as an option?

* + - 1. Attendance requirements need to include participation requirements within committees as well
  1. Understanding of the workings of the IWIB & committees
     1. Roberts Rules of Order, etc.
     2. State rules for Open Meetings Act + Training (if applicable)
     3. Statement of Economic Interest
     4. Ethics, etc. Training Exercises
  2. Committee responsibilities
     1. New members will be expected to serve on a committee (at the members choice)
        1. This should be an expectation transmitted during the onboarding process.
  3. Advocacy work within the community – deliver the message of the board (business ambassadors for the board/workforce system)

1. Create an effective board member orientation and onboarding as a template for all boards.
   1. Utilize the NE region package as a template
2. Create policies and procedures for accountability.
3. Establish policies to encourage and develop a mentoring process for new board members utilizing established board members.
   1. Mentor should have at least a couple of years of experience on the board.
      1. In particular, members who are leaving in 1 or 2 years should be the most useful as mentors
   2. Look for demonstrated mentoring models for boards
   3. New classes of board members would be facilitated by current board members in a small group setting
      1. This might allow for more natural mentor/mentee pairings
      2. This points to (requires?) a scheduling of new members coming on board so that new members arrive as a group that can learn together, led by existing board members.
         1. Will need to develop this in conjuction with the Governor’s Office – requires the “pipeline” described above
   4. This mentoring process can cut across LWIBs as well – Board Chairs and others from high-performing boards can be utilized to mentor new Board Chairs, etc.
      1. Information is better coming from peers.
4. Create and disseminate a spreadsheet program (and dashboard) that allows for more in-depth tracking of board membership by geography, industry coverage, attendance and activity accountability, and by influence (specifically, how board members can leverage their activities under other organizations and in other realms in order to help move the workforce development agenda forward).

The timeline is:

November 10th - Work Group meets and is presented with this plan and provides feedback

Nov. 10th to Nov. 30th - Staff develops an initial draft package for items 1,2 & 3 above

Dec. 1st - Work Group meets and is presented with an initial draft package in outline form and provides feedback

Dec. 9th - BEC meets and is presented with the initial draft package in a more complete form and provides feedback and finalizes

Dec. ?? – DCEO utilizes package for 1,2 & 3 for their compliance needs re: LWIA 5

Early January, 2021 – IWIB Executive Committee meets and is presented with the initial draft package, provides feedback and approval to begin implementation.

January – February, 2021 – Work Group develops complete package, including items 4,5 & 6 above.

February, 2021 – BEC reviews and approves complete package for ExCom, ExCom reviews and approves complete package for IWIB.

March, 2021 - IWIB finalizes and approves package.