

HAWAI`I COUNTY WORKFORCE DEVELOPMENT BOARD

BOARD MEMBER RESPONSIBILITIES

BOARD MISSION STATEMENT

The mission of the Hawai`i County Workforce Development Board is to promote the development of a highly competent and productive workforce by coordinating the efforts of educational institutions, labor, business, economic development organizations, government agencies and the entire community in order to sustain a strong economy and lifestyle.

SUMMARY

The position of Board Member is one of great responsibility because it guides the future of the workforce development programs in the County. Given their volunteer status, it is important that Board Members and staff understand their responsibilities and respect the time that is given in service for no payment other than satisfaction from meeting the program's mission. To this end and to the best of one's ability, a Board Member will:

1. Understand that the Board bears the ultimate responsibility for the integrity of governance and responsible stewardship of funds and programs entrusted to its authority. Each member will evaluate and make decisions with the good of the Big Island community as the focus.
2. Know the Board's mission, purposes, goals, policies, programs, services, strengths and needs.
3. Serve in leadership positions or undertake special assignments willingly and enthusiastically when asked.
4. Advocate on behalf of workforce development programs and the Board within the community in a manner that enhances the Board's image.
5. Actively seek additional resources and opportunities to improve the availability and coordination of workforce programs within the County and around the State.
6. Call matters of potential significance to the attention of the Housing Administrator and Board Chairman as appropriate.
7. Follow trends in workforce development and strive to continuously increase in knowledge of the industry.
8. Prepare for and participate in Board and committee meetings, including appropriate organizational activities. Suggest agenda items periodically for Board and committee meetings to ensure that significant policy-related matters areas are addressed.
9. Continuously evaluate Board performance in providing leadership to the staff and community in the workforce development arena.
10. Maintain confidentiality of the Board's executive sessions and speak for the Board when authorized to do so.

11. Avoid even the appearance of a conflict of interest that might embarrass the Board and disclose any possible conflicts to the Board in a timely fashion. Never accept (or offer) favors or gifts from (or to) anyone who does business with the organization.
12. Maintain independence and objectivity and act with a sense of fairness, ethics and personal integrity at all times. Avoid prejudiced judgments on the basis of information received from individuals and urge those with grievances to follow established policies and procedures to address their concerns.