



# Board of Directors Manual

July 2023

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## WHO ARE WE

The Missouri Association for Workforce Development is a state association that supports career and technical training and workforce development. We are made up of individuals within the training and employment community who seek to enhance partnerships focused towards developing a competitive workforce. Membership in MAWD affords an opportunity to interact with other professionals concerning relevant issues in the area of workforce development.

The Association was originally established in 1988 as the *Missouri Employment Training Association* for the following purpose:

- A. To promote the professional growth of the membership.
- B. To promote, encourage the development of, and support the administration of quality Employment and Training programs for interested and qualified youth and adults, regardless of race, color, creed, or national origin.
- C. To support all local, state, and national legislation that would be beneficial to Employment and Training programs.
- D. To support the efforts of the American Vocational Association, the Missouri Vocational Association, and the National Employment and Training Association.
- E. To work toward standardization of working conditions for all staff members, such as salaries and fringe benefits.

The founding officers and first Board of Directors included:

- Marvin Freeman of St. Charles, Missouri
- James Duane of Clayton, Missouri
- John Hose of Jefferson City, Missouri

On July 24, 2001, an Article of Amendment was filed, changing the Association's name to *Missouri Association for Workforce Development (MAWD)*.

## MAWD GUIDING PRINCIPLES

Workforce Development Services should serve all job seekers and employers by:

- Ensuring a continued commitment to providing services to all youth, dislocated workers, former offenders, and all under and unemployed individuals, regardless of race, disability, gender, or economic barriers.
- Supporting mechanisms to increase job retention and enable families to earn a sustaining wage without government assistance.

Every worker should have access to high-quality training that is necessary to improve their ability to obtain and maintain meaningful employment in the 21st century by:

- Removing limitations to training options for individuals.
- Enhancing the collaboration between adult education and training and workforce development programs.

National and state funding for workforce development programs should be strengthened and stabilized to ensure all customers receive the optimal benefits by:

- Ensuring there is adequate federal support for workforce development that keeps pace with inflation, takes into account unemployment rates, and avoids duplication of services.
- Providing specific funding for professional development for those who are employed within the workforce development system.

Collaboration should be encouraged across all workforce development programs by:

- Streamlining eligibility requirements and performance measures across workforce development programs.
- Funding efforts to identify and disseminate best practices across the workforce development system.

Innovation should be encouraged within the workforce development system by:

- Appropriating funds to implement strategies that address people's unique life circumstances experiencing multiple barriers to employment, such as homelessness, low literacy, and disability.
- Supporting activities that provide the workforce development system greater flexibility in order to better serve job-seekers and businesses across the state of Missouri.

## **Structure of the MAWD Board**

Only members in good standing (paid dues) with the Association shall be eligible to serve as officers. All officers, committee chairs, and at-large members shall be elected to serve two-year terms.

The Board of Directors will consist of:

- President – the President-Elect will automatically become President at the end of the President's term.
- President-Elect – nominated and elected during the Association's annual member meeting.
- Past President – President will automatically become Past-President at the end of their presidency term.
- Secretary – nominated and elected during the Association's annual member meeting
- Treasurer – appointed by the President with the Executive Committee's consent and shall have full voting privileges.
- Membership Chairperson – nominated and elected during the Association's annual member meeting.
- Professional Development Chairperson – nominated and elected during the Association's annual member meeting.
- Business Relations and Marketing Chairperson – nominated and elected during the Association's annual member meeting.
- Public Information Chairperson – nominated and elected during the Association's annual member meeting.
- Six At-Large Members – nominated and elected during the Association's annual member meeting.
- Ex-Officio Members -Workforce Development Partner Agencies are encouraged to appoint an ex-officio representative to the MAWD Board. These representatives shall serve in an advisory capacity to the full Board and serve on a committee. They shall serve without voting privilege.

# MAWD BOARD OF DIRECTORS 2023-2024

<b>EXECUTIVE COMMITTEE</b>		
Samantha Terry	President	Educational Data Systems, Inc.
Donna Brake	President-Elect	Dept. of Higher Education & Workforce Development
Dana Keller	Past President	Gamm, Incorporated
Tracy Keithley	Secretary	City of Springfield
Jeanie Griffin	Treasurer	Northwest Workforce Development Board
<b>COMMITTEE CHAIRPERSON</b>		
Danielle Briot	Membership	Office of Administration
Erica Davis	Public Information	Gamm, Incorporated
Stephanie Tam	Professional Development	St. Joseph Youth Alliance
Jason Lisenbee	Business Relations and Marketing	Vocational Rehabilitation
<b>AT-LARGE DIRECTORS</b>		
Mark Embry		Dept. of Higher Education & Workforce Development
Les Johnson		Area Resources for Community & Health Services
Kristal White		Office of Administration
Tara Colter-Lappat		Western Missouri Workforce Development Board
Mia' Williams		St. Joseph Youth Alliance
Bria Arnel		Dept. of Higher Education & Workforce Development
<b>EX-OFFICIO REPRESENTATIVES</b>		
Keith Roderick		Rehabilitation Services for the Blind
Alex Earls		Department of Corrections
Keri McKee		Department of Social Services
Jenn Adams		Department of Labor & Industrial Relations
Alice Whalen		Adult Education & Literacy
Leanne Eckhoff		TEAM
Julie Carter		Dept. of Higher Education & Workforce Development

## **Meeting Requirements**

Meetings will be organized and conducted under the standards outlined in *Robert's Rules of Order*. (<http://www.rulesonline.com/>)

Every effort will be made to have quarterly meetings.

The Executive Committee members **must** attend a minimum of two scheduled quarterly meetings per year to retain their position.

Board member engagement and meeting attendance are vital to the success of the Association. Every member brings a unique skill set and knowledge base to MAWD. Members are expected to make every effort to attend all scheduled Board of Directors meetings as well being active participants in committee work.

## **Your Role on the Board**

### **Executive Committee Responsibilities:**

The Executive Committee acts as a steering committee for the board.

The Executive Committee should:

- Provide direction for the Board, steering them toward the most important issues, and help to prioritize board meeting agendas.
- Oversee Board policies and ensure good governance practices.
- Ensure all Board members serve on at least one committee.

### **Committee Chair Responsibilities:**

A committee chair is a leadership position that requires specific skills as well as a sense of diplomacy and democracy. Chairs of committees are expected to guide their committees and work with committee members to develop necessary work plans and meeting agendas.

Committee Chairs should:

- Approve reports of committee meetings before their distribution.
- Report to the committee on decisions of the Board or of executive staff that will further the mission and goals of the Association.
- Provide quarterly reports to the Board of Directors and an annual report at the annual member's meeting.
- Where appropriate, make policy recommendations to the president for transmission to the Board.
- Recruit MAWD members (not serving as Board members) to serve on their respective committees.

### **Committee Member Responsibilities:**

Members of committees are expected to actively participate in the work of the committee, provide thoughtful input to committee deliberations, and focus on the best interest of the association and committee goals rather than on personal interest.

#### Committee Members should:

- Review all relevant material before committee meetings.
- Attend committee meetings and voice opinions on issues.
- Pay attention to Association activities that affect or are affected by the committee's work.
- Support the efforts of the committee chair and carry out individual assignments made by the chair.
- Work as part of the committee and staff team to ensure that the committee's work and recommendations are in keeping with the general Association's mission and goals.

### **Members At-Large:**

A Member At-Large is an officer whose duties and responsibilities are not fixed but instead vary according to the needs of the Association and as directed by the other officers of the Board.

#### Members At-Large should:

- Attend Meetings.
- Participate/contribute to special projects.
- Serve on a committee(s).
- Mentor New Members.
- Serve as a liaison between the membership and the Board of Directors.

### **Ex-Officio Members:**

Ex-Officio Board Members are valued for their knowledge, expertise, and experience. Connections from the wider community can enhance the Board's work handsomely. Ex-Officio members may make and second motions but do not have voting privileges.

#### Ex-Officio members should:

- Attend Board meetings.
- Advise the Board on matters related to their area(s) of expertise.
- Provide liaison between the Board and other organizations or the community, as authorized by the Board.
- Serve on a committee(s).

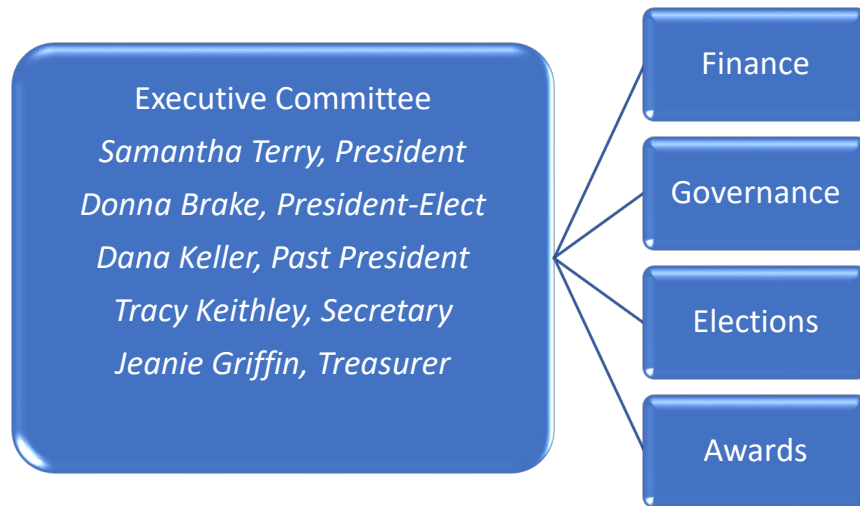


The time commitment required for each Board position varies based on how much you wish to contribute and what specific responsibilities you wish to assume. However, there is a fundamental commitment of time and energy necessary to serve effectively on the Board. Every member of the Board is expected to serve on one or more committees and may be assigned to ad hoc workgroups or special projects.

## Committees:

Under the bylaws of the Association, the administrative structure of MAWD has the following five standing committees:

- Executive Committee
- Membership Committee
- Professional Development Committee
- Business Relations and Marketing Committee
- Public Information Committee

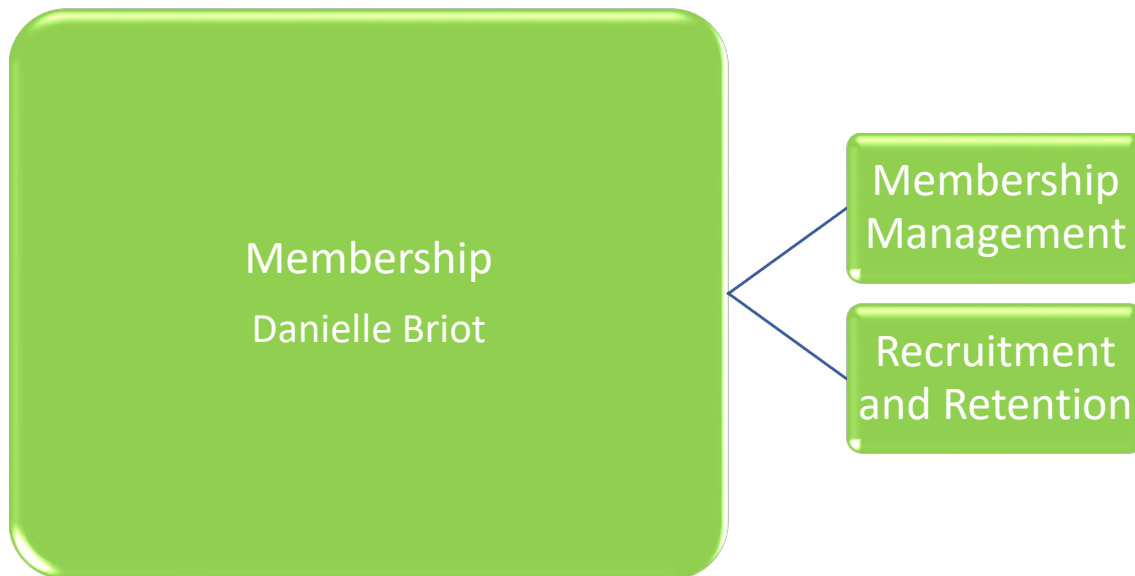


The **Executive Committee** is comprised of the President, President-Elect, Immediate Past President, Secretary, and Treasurer. The corporate powers and business shall be exercised, conducted, and controlled by the Executive Committee on behalf of the Board of Directors as assigned within bylaws, policies, and in general when the full Board is unable to convene. Action taken by the Committee shall be reported to the Board.

Responsibilities of the Executive Committee:

- Approve Financial Policies.
- Conduct Operational Reviews.
- Fill any vacancy for the balance of an unfinished term.
- Audit the accounts of the Treasurer each year and submit a report of findings to the membership at the Association's annual member meeting.

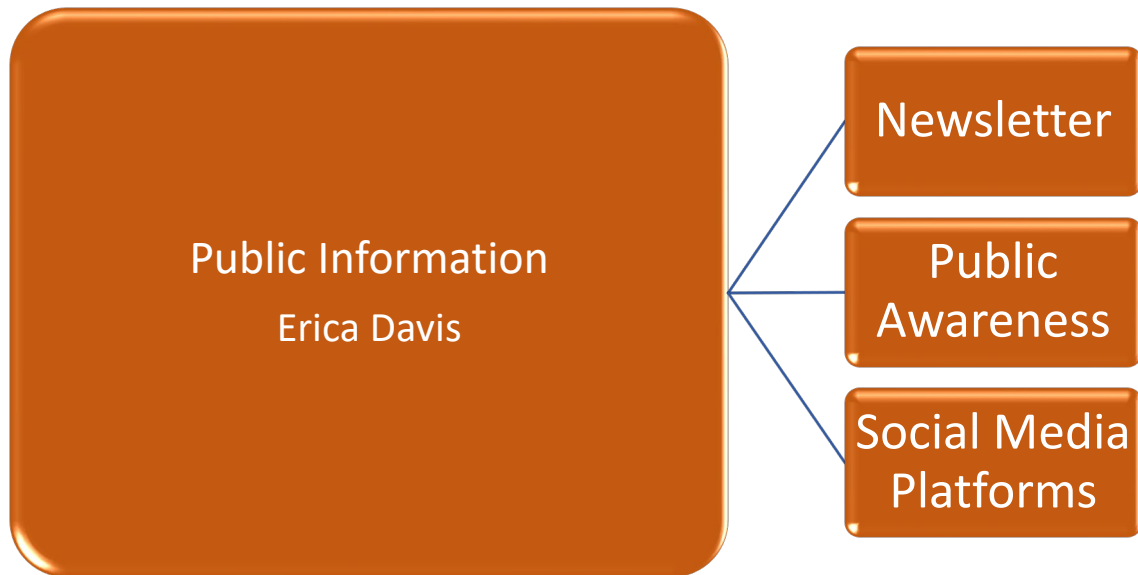
Committees of the Association, with an elected Chair, are as follows:



The **Membership Committee** is responsible for developing criteria for membership and marketing membership to increase members.

Responsibilities of the Membership Committee:

- Develop and maintain a new member orientation packet.
- Establish marketing to promote membership – new member recruitment and member retention.
- Establish benefits available to members.
- Communicate member resources, support, and other information as needed to MAWD members using appropriate platforms.
- Member support.
- Other responsibilities as determined by the board.



The **Public Information Committee** is responsible for creating awareness of the MAWD across Missouri's workforce communities. The Public Information Committee will work closely with all other committee chairs to ensure consistent and accurate information is communicated on behalf of the Association.

#### Responsibilities of the Public Information Committee:

- Enhance public awareness of workforce development and our Association.
- Provide members with current happenings within workforce development utilizing approved social media platforms and website, and issuing regular newsletters.
- Organize MAWD attendance at promotional events such as partner conferences and workforce events.
- Facilitate news media coverage of Association activities.
- Facilitate or coordinate coverage to photograph Association events and service projects. Review all photos for appropriateness and ensure photos are published via social media, newsletters, the Association website, and other platforms.
- Act as liaison for website maintenance.
- Other responsibilities as determined by the Board.



The **Professional Development Committee** is responsible for developing and recommending criteria for the oversight of all training provided by the Association, analyzing feedback from offerings, and reporting participation to the Board.

Responsibilities of the Professional Development Committee:

- Oversee the annual conference offerings utilizing the Request for Presentation (RFP) process.
- Secure conference speakers and organize conference schedules in conjunction with the conference center.
- Oversee and recommend professional development training topics and schedule webinars.
- Initiate training requested by Board and/or Executive Committee.
- Analyze feedback from events and recommend ways to improve attendance and access for members.
- Recommend to the Executive Committee standardized procedures for training provider selection.
- Other responsibilities as determined by the Board.



The Business Relations and Marketing Committee is responsible for fostering relationships with businesses, conference vendors, partner agencies, and training institutions.

Responsibilities of the Business Relations and Marketing Committee:

- Marketing the conference to other partner agencies and other state workforce regions.
- Marketing the Association and the conference to vendors and sponsors.
- Marketing the Association to other stakeholders (i.e., business & workforce partners).
- Identify and secure marketing information for the conference events and other MAWD events (i.e., conference giveaways, informational items for conference bag stuffers).
- Other responsibilities as determined by the Board.