



## **Macon-Bibb County Workforce Investment Board, Inc.**

### **Board Member Expectations**

*This pledge is intended to acknowledge the shared responsibilities, commitment and conduct expected of all members of the Macon-Bibb County Workforce Investment Board, Inc. (MBWIB, Inc.) This document is not meant to be a formal contract but rather a set of expectations set forth for all existing and future board members.*

As a member of the MBWIB, Inc., I am fully committed and dedicated to the mission of developing a workforce that enables individuals to achieve their highest employment potential; ensures employers have the skilled workers they need to compete effectively in the global economy; and capitalizes on the untapped potential of underemployed and discouraged workers, youth, and other job seekers with special needs. I pledge to help MBWIB, Inc. carry out this mission, consistent with the functions of the office of board member as stated in MBWIB, Inc.'s bylaws.

#### ***The role of the board***

As a board member of MBWIB, Inc., I have both the opportunity and the obligation to help establish strategic direction, set broad policy, and steward the assets, all in support of the organization's stated mission. I commit to fulfilling these obligations with my time, talent, and relationships.

#### ***The role of management***

I understand that the Workforce Director is responsible, under the joint oversight of the Middle Georgia Regional Commission and MBWIB, for developing the long-range plan for board approval, devising acceptable short- and medium-term objectives in pursuit of that plan, and then managing the organization's resources to meet those objectives.

#### ***Preparation***

I will work diligently to understand the mission, purpose, goals and programs of the organization, and I will prepare for all board and committee meetings by reviewing all related documents and materials in advance.

***Fiscal and program oversight***

Together with my fellow board members, I am responsible for the fiscal oversight of MBWIB, Inc. Whether I am a member of the organization's finance or audit committees, I will know what our budget is and take an active part in reviewing and approving the budget and monitoring our performance against that budget. If I do not understand an element of the organization's fiscal health, I will reach out to the appropriate board members, committees, or staff for clarification.

***Active participation in board meetings***

I will attend regularly scheduled board meetings, be available for consultation by phone and e-mail, and serve on at least one committee of the board where I can apply my special skills, perspective and experience. I will come prepared to discuss the issues and business at hand, and I will help prepare for and participate in the annual board retreat. If I miss three consecutive board or committee meetings without proper notice or am otherwise unable to fulfill my obligations as a board member, I will offer my resignation.

***Active participation in major events***

I will attend public events and will actively encourage support and attendance by my friends and colleagues as well.

***Positively represent the organization***

As a board member, I am a *de facto* ambassador for the organization, and I will strive to represent MBWIB, Inc. in the best possible ways. I will never offer myself as an official spokesperson for the organization without proper authority from the board.

***Support the staff***

I recognize the significant obligations of the staff in carrying out the organization's work, and I will do my best not to interfere with the staff's operating responsibilities. While I have the right to speak with staff members about matters of mutual interest, I understand that I do not have the right to direct the actions of staff members unless appropriately authorized to do so by the MGRC, WIB board or the Workforce Director.

***Uphold confidentiality and By-laws***

I understand that the board must speak with one voice, and therefore I agree not to divulge board-level discussions to outsiders unless the board has adopted a different policy for a specific instance or issue. I have read and understand the organization's By-laws, and I agree to operate in conformity with them.

***MBWIB, Inc.'s Commitment to its Board Members:***

*As part of the organization's execution of its mission, MBWIB, Inc. makes the following commitment to its board members:*

- We will provide you the opportunity for meaningful and rewarding service to our mission and our community.
- We will provide you in a timely way with the information you need to be an effective board member.
- We will be diligent in making the best possible use of the assets you make available to us, whether those be assets of time, talent, wisdom, experience, or relationships.
- We will schedule meetings in advance, and we will start and end meetings on time, unless a majority of those present at the time elect otherwise.
- We will make every effort to keep our meetings as brief as possible, relevant, interesting, and impactful.
- We will respond to the best of our ability to your questions and concerns.
- We will encourage your feedback and criticism.
- We will do our utmost to be an organization of which all of us can be proud.

I am acknowledging that board service implies a three-way commitment from board members individually, board members collectively, and the organization as a whole. I understand that the organization will rely on the collective commitments of its board members in formulating its plans and executing its strategy.