



Member Job Description & Nomination Information/Appointment Protocols

PWIB Member Job Description

Responsibilities:

- Attendance, in person, at regular business meetings of the Philadelphia Workforce Investment Board (typically 4 meetings per year).
- Active participation in at least one standing or ad hoc committee, subcommittee, task group, or special project per year.
- Contribute to the development and approval of policy for Philadelphia's workforce system.
- Contribute to the advancement of the PWIB's annual work plan.
- Compliance with the PWIB Bylaws.

Expectations:

- Take a leadership role in forging a strong and vital partnership between business and the workforce development community, fostering an accountable, entrepreneurial, market-driven, and world-class public workforce investment system.
- Contribute specific expertise from key industries.
- Promote the PWIB and workforce initiatives at every opportunity, helping to forge the strategic partnerships and leverage the resources necessary to move toward a world-class system.

Minimum Qualifications:

- Demonstrated interest in contributing to the advancement of the City's workforce investment system.
- Willingness to share insight and perspective.
- Willingness to committing time or organizational resources (including other people who may have a specific area of expertise required by the PWIB) to the PWIB.
- Ability to see the big picture, think boldly, and act strategically.
- Ability to work as a team player.

Accountability:

- Members of the PWIB are accountable to the PWIB chairman and the Mayor of Philadelphia.

PWIB Nomination Information/Appointment Protocols

Overview

The Philadelphia Workforce Investment Board (PWIB) is a private sector led commission appointed by the Mayor. Federal law dictates the PWIB's membership categories. In accordance with that law and attendant guidance from the Commonwealth of Pennsylvania, the following is the nomination process for the Philadelphia Workforce Investment Board.

Private Sector Members: Private sector members must be nominated by a business organization such as Chambers of Commerce.

Education: Individuals from the education field must be nominated by regional or local educational agencies, institutions or organizations representing such local educational entities.

Organized Labor Representatives: Local labor federations must nominate organized labor representatives. In the case of Philadelphia, the Philadelphia AFL-CIO is the nominating entity.

The Mayor will select WIB members in the categories listed above from among those nominated.

The Mayor also is required to appoint representatives from Community-Based Organizations, and Economic Development, as well as administrators of public funding streams to the WIB. The Mayor also may appoint other individuals to the WIB at his discretion. Nominations in these categories are not required.

Nomination Protocol

Original letters of nominations should be forwarded from the president of the nominating entity directly to the Mayor, with a copy to the WIB Executive Director. The Mayor makes all appointments at his discretion, and has the option to appoint new members only when vacancies become available.

- Private sector and economic development appointments to the WIB are for two- or three-year terms, with a maximum of six consecutive years total. Terms for appointees are determined by the Mayor.
- Community based organizations and education are for two-year terms, with a maximum of four consecutive years total.
- Economic development representatives are appointed for three-year terms, with a maximum of six consecutive years total.
- Organized labor representatives are appointed for two year terms, with no limit.
- Administrators representing public funding streams serve on statutory seats.
- Others appointed by the Mayor serve a one-year term, and can be reappointed at the discretion of the Mayor.

Members will be notified of their appointment via a letter from the Mayor.