



## **Anne Arundel Workforce Development Corporation Corporate Board of Directors Member Opening**

AAWDC has an immediate board member opening on the Corporate Board of Directors. The position is a four-year term and nominations are open for consideration.

### **AAWDC**

AAWDC is organized primarily as the administrative and fiscal entity of workforce development funds designated by the Anne Arundel County Code, Article 3, Title 14. Under this Title, AAWDC administers, implements, and manages the Anne Arundel County Workforce Development Project. The Project shall advance the welfare of individuals and businesses in Anne Arundel County.

To accomplish its goals, AAWDC shall develop and execute occupational training programs, business services programs, and programs that lead residents to self-sufficiency and advance the general needs of Anne Arundel County residents and businesses. AAWDC shall seek funding from federal, state and local government authorities as well as private foundations and individuals.

### **Vision Statement:**

AAWDC's vision is that every Anne Arundel County business has the skilled workforce needed to be competitive in a global economy and all Anne Arundel County residents have met their full career potential.

### **Mission Statement:**

AAWDC is a nonprofit organization that enhances the economic vitality of Anne Arundel County by developing and implementing workforce solutions. We build and maintain a pipeline of skilled talent to meet the demand of businesses and prepare residents with the in-demand skills that lead to family-sustaining employment.

### **Board of Directors**

#### **Purpose of the Board:**

The purpose of the Board is to ensure the sustainability of the organization.

#### **Board Overview:**

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- Determining the mission and approving a strategic plan
- Selecting, developing, overseeing, and evaluating the performance of the PCEO

- Ensuring strong fiduciary oversight and financial management
- Approving and monitoring programs and services
- Oversight of programmatic activities
- Ensuring all grant outcomes are met
- Enhancing the organization’s public image
- Assessing its own performance as the governing body

**Board Member Expectations:**

• **Legal Responsibilities**

- Duty of Care - the level of competence that is expected of a board member and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she decides as a steward of the organization.
- Duty of Loyalty - the standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain but must act in the best interests of the organization.
- Duty of Obedience - requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission. This duty also requires board members to obey the law and the organization’s internal rules and regulations.

• **Board Member’s Responsibilities:**

- Attend and be prepared to participate at board meetings. There are 4 board meetings each year (September, June, February and November)
- Know the organization’s mission, policies, programs, and needs
- Faithfully read and understand the organization’s financial statements
- Serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary to advance the mission
- Leverage connections, networks, and resources to develop collective action to fully achieve the mission
- Be assigned to one or more committees and be fully engaged
- Maintain confidentiality

- Respond to requests from board and staff
- Demonstrating respect and collaboration with board members and staff
- Adhere to the Conflict-of-Interest policy and Code of Conduct & Ethics policy

### **Board Member Expectations from The Board, Leaderships, & Staff**

- Communication that is timely, concise, and accurate
- Decisions based on a fair process – dialogue leading to consensus or majority vote
- Meetings that are effectively facilitated by board leadership with an agenda, financial reports, and committee updates
- Board meeting minutes that are timely, concise, and accurate
- A collegial environment where diverse opinions are valued
- Board orientation for new members within 60 days of appointment
- Committee assignments that are clear and focused on the committee charter

### **Eligibility**

You must be a resident of Anne Arundel County or work at business located in Anne Arundel County.

### **Preferred Skills**

- Passion for our mission
- Experience in any of the following areas: Business finance, risk management, business/non-profit governance, human resources or federal, state, local or foundation grant development or management.

### **Process**

- For more information please visit [www.aawdc.org](http://www.aawdc.org)