# 2023 Board Committees

**Executive Committee** (Elected Board Officers & Committee Chairs)

* Monitor Board member compliance with Board contracts and policies;
* Review the progress of the Board in meeting its goals (including its strategic plan), objectives and priorities;
* Act on behalf of the full Board between meetings, in necessary cases of exigency, or as otherwise and specifically authorized by the Board;
* Provide oversight of the Board’s Strategic Plan, Hire Local / Higher All Around;
* Review progress in supporting targeted industry sectors, including progress towards Industry Sector Partnership Work Plans;
* Receive report on Annual TWC monitoring report once published;
* Coordinate the process for evaluating the performance of the Executive Director;
* Approve contracts for external fiscal auditor and legal counsel based on contracting cycle;
* Set Board meeting agendas; and
* Coordinate the activities of the Board’s committees including recommending the creation or cessation of committees.

Meeting Frequency: Every other month in odd months between Board meetings

# Committees

**Audit, Finance & Governance Committee**

* Approve the annual Board Operating budget;
* Approve Board Operating budget amendment(s) if the full Board of Directors is unable to do so due to quorum or other issues;
* Receive report on major contract financial activities;
* Recommend the selection of the Board’s independent auditor;
* Review the scope and approach of the annual audit of the agency;
* Conduct a post-audit review of the audit report, including any findings and/or suggestions for improvements;
* Coordinate with the auditor on issues identified during the audit;
* Review the overall performance of the auditor and recommends to the Executive Committee any auditor contract changes;
* Review and approves fiscal monitoring reports; and
* Review and take appropriate action on Board member conduct.

Meeting Frequency: Ad Hoc

**Operations Committee**

* Take a deep dive into the programmatic side of workforce operations, such as Career Center, Child Care, Youth, and Business Service contracts;
* Staff provide performance and programmatic updates; Committee provides recommendations and guidance on ways in which to provide quality services;
* Provide guidance and approve programmatic policies;
* Identify current and future workforce trends, needs and priorities;
* Review program monitoring;
* Make recommendations regarding Board targeted industries and occupations;
* Provide guidance and make policy and funding related to quality initiatives/early childhood development and childcare services; career center operations; and youth development services;
* Develop strategies that support career and technology education and the development of career pathways for youth;
* Make policy recommendations related to workforce programs and services;
* Research best practices;
* Monitor, assess and evaluate the performance and effectiveness of performance-based contracts; and
* Recommend any technical assistance or performance plans for contractors as a result of monitoring findings and/or performance.

Meeting Frequency: Every other month in odd months between Board meetings

**Recruitment & Nominations Committee**

* Coordinate Board member recruitment, onboarding/orientation, and development;
* Evaluate and make recommendations on ensuring Board member diversity and representation consistent with the service area and clients; and
* Interview and make recommendations on Board member candidates, including re-appointments to the Board of Directors corresponding to board needs.

Meeting Frequency: Ad Hoc