

# Appointment/Reappointment Form Instructions

1. LWIB # Enter the number assigned to the Local Workforce Investment Board by the State.
2. Name Enter the first and last name of the person being nominated.
3. Representing Entity Enter the name of the entity the person being nominated is representing. For a Labor representative this should be a local labor council or building and trades council.
4. Street Address Enter the street address where the representing entity is located.
5. City Enter the city where the representing entity is located.
6. County Representing Enter the county where the representing entity is located.  
  
If the person being nominated is representing the county they live in (if this provision is in the bylaws), enter that county and check the residence county box. If no such provision is in the bylaws, leave residence county blank.
7. State Enter the state where the representing entity is located.
8. ZIP Enter the zip code where the representing entity is located.
9. Phone Enter the phone number where the person being nominated can be reached, including the area code.
10. Fax Enter the fax number where the person being nominated can be reached, including the area code. If no fax number is available, leave blank.
11. Email Enter the email address of the person being nominated. If no email is available, leave blank.
12. Reason for Submission Check the box indicating the reason for submitting the form.  
  
If Appointment is checked, please indicate the name of the person being replaced. If this is an additional member, please indicate so on this line.  
  
**Note:** In LWIAs where there are multiple chief elected officials, the Composition Summary Form must be signed by ALL chief elected officials (using the Additional Signature Form included as DCEO/LWIB Form # 004, unless they have designated one or more of the chief elected officials to act on behalf of all of the chief elected officials.
13. Title and/or Job Duties Enter the job title of the person being nominated. If no job title is available or if the job title does not indicate optimum policy making authority, please list the job duties. Attach additional pages if necessary.  
  
*Optimum policy making is defined as an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.*
14. Nominee Characteristics Fill in the gender and race for the person being nominated. If the person being nominated chooses to leave this item blank, please check the waived box.
15. Nominee Signature The person being nominated must sign the form and enter the current date in the MM/DD/YY format. **Date must be within one year of nomination letter date.**
16. Economic Development Representative Check the box if the person being nominated is representing economic development.

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An Economic Development representative includes local planning and zoning commissions or boards, community development agencies and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.

## 17. Community Based Organization (CBO) Representative

Check the box if the person being nominated is representing a community based organization.

A Community Based Organization (CBO) is a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment (employment and training activities or youth activities).

The CBO must demonstrate in the Services Provided section the CBO's experience related to workforce investment activities.

## 18. Education Representative

Check the box if the person being nominated is representing education. Nomination form must also be submitted for initial appointment.

Educational representatives must be representatives of local educational entities, including representatives of local education agencies, local school boards, entities providing adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges) selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such entities.

A Community College President is required on each local workforce investment board as one of the education representatives.

## 19. Labor Representative

Check the box if the person being nominated is representing labor. Nomination form must also be submitted for initial appointment.

Labor Federation means an alliance of two or more organized labor unions for the purpose of mutual support and action.

## 20. Other Representative

Check the box if the person being nominated is representing any other entity not listed above.

## 21. One-Stop Partner Representative

Check the box if the person being nominated is representing a One-stop partner.

The Workforce Investment Act requires that a One-Stop Partner program representative must be:

- an individual with optimum policy making authority within their organizations, agencies, or entities; and
- an individual with expertise relating to a program, service, or activity of the partner program.

A representative with optimum policy making authority is an individual who can reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action.

A representative with expertise relating to a program, service or activity includes a person who is an official with a One-Stop partner program and a person with documented expertise relating to the One-Stop partner program.

Check which area(s) the One-stop partner is representing.

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- for WIA Title I, specify which program is being represented from those listed.
  - ◆ please note that Job Corps is required for LWAs 9, 10 and 26.
  - ◆ Migrant Council is required when employment and training programs are operating within the local area.
- for Adult Ed, the representing entity must be a member of the Adult Ed Area Planning Council (APC) which is funded by the Illinois Community College Board (ICCB).
- for CSBG and HUD, these representatives are required when employment and training programs are operating within the local area
- for Other, indicate the area being represented.

## 22. Business Representative

Check the box if the person being nominated is representing a business. Nomination form must also be submitted for initial appointment.

A business representative must be a representative in the local area who:

- is an owner of a business, chief executive or operating officer or other business executive or employer with optimum policy making or hiring authority;
- represents businesses with employment opportunities that reflect the employment opportunities of the local area; and
- is appointed from among individuals nominated by a local business organization or business trade association.

Indicate the number of employees in the local area for the representing entity.

Check **one** employment sector that most closely represents the type of business performed by the representing entity. Optional: Fill in the NAICs code from the list on page 4 of these instructions.

## 23. Term of Appointment

Enter the term of appointment of the person being nominated.

The FROM date will always be the **initial** appointment date, even for a reappointment.

- For a reappointment, the TO date should be updated from what is currently on file at DCEO's Bureau of Workforce Development and should be in accordance with local bylaws.
- For a recertification:
  - ◆ if the term has not expired or is not going to expire soon, the TO date may stay the same as what is currently on file at DCEO's Bureau of Workforce Development.
  - ◆ if the term date has expired or will expire soon, the TO date should be different than what is currently on file at DCEO's Bureau of Workforce Development.
- For an employer change or contact information change, the TO date should remain the same as what is currently on file at DCEO's Bureau of Workforce Development unless the member is being reappointed at this time

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## 2002 U.S. NAICS Description

Optional: For Business Representative Nomination, choose the description that best fits the industry the nominee is currently representing and enter the code on the designated line in Section 22 of the Nomination Form.

### Agriculture, Forestry, Fishing, and Hunting

- 111 Crop Production
- 112 Animal Production
- 113 Forestry and Logging
- 114 Fishing, Hunting and Trapping
- 115 Support Activities for Agriculture and Forestry

### Mining

- 211 Oil and Gas Extraction
- 212 Mining (except Oil and Gas)
- 213 Support Activities for Mining

### Utilities

- 221 Utilities

### Construction

- 236 Construction of Buildings
- 237 Heavy and Civil Engineering Construction
- 238 Specialty Trade Contractors

### Manufacturing

- 311 Food Manufacturing
- 312 Beverage and Tobacco Product Manufacturing
- 313 Textile Mills
- 314 Textile Product Mills
- 315 Apparel Manufacturing
- 316 Leather and Allied Product Manufacturing
- 321 Wood Product Manufacturing
- 322 Paper Manufacturing
- 323 Printing and Related Support Activities
- 324 Petroleum and Coal Products Manufacturing
- 325 Chemical Manufacturing
- 326 Plastics and Rubber Products Manufacturing
- 327 Nonmetallic Mineral Product Manufacturing
- 331 Primary Metal Manufacturing
- 332 Fabricated Metal Product Manufacturing
- 333 Machinery Manufacturing
- 334 Computer and Electronic Product Manufacturing  
Electrical Equipment, Appliance, and Component Manufacturing
- 335 Manufacturing
- 336 Transportation Equipment Manufacturing
- 337 Furniture and Related Product Manufacturing
- 339 Miscellaneous Manufacturing

### Wholesale Trade

- 423 Merchant Wholesalers, Durable Goods
- 424 Merchant Wholesalers, Nondurable Goods
- 425 Wholesale Electronic Markets and Agents and Brokers

### Retail Trade

- 441 Motor Vehicle and Parts Dealers
- 442 Furniture and Home Furnishings Stores
- 443 Electronics and Appliance Stores  
Building Material and Garden Equipment and Supplies Dealers
- 444 Dealers
- 445 Food and Beverage Stores
- 446 Health and Personal Care Stores
- 447 Gasoline Stations
- 448 Clothing and Clothing Accessories Stores
- 451 Sporting Goods, Hobby, Book, and Music Stores
- 452 General Merchandise Stores
- 453 Miscellaneous Store Retailers
- 454 Nonstore Retailers

### Transportation and Warehousing

- 481 Air Transportation
- 482 Rail Transportation
- 483 Water Transportation
- 484 Truck Transportation
- 485 Transit and Ground Passenger Transportation
- 486 Pipeline Transportation
- 487 Scenic and Sightseeing Transportation
- 488 Support Activities for Transportation
- 491 Postal Service
- 492 Couriers and Messengers
- 493 Warehousing and Storage

### Information

- 511 Publishing Industries (except Internet)
- 512 Motion Picture and Sound Recording Industries
- 515 Broadcasting (except Internet)
- 516 Internet Publishing and Broadcasting
- 517 Telecommunications  
Internet Service Providers, Web Search Portals, and Data Processing Services
- 518 Services
- 519 Other Information Services

### Finance and Insurance

- 521 Monetary Authorities - Central Bank
- 522 Credit Intermediation and Related Activities  
Securities, Commodity Contracts, and Other Financial Investments and Related Activities
- 523 Insurance Carriers and Related Activities
- 524 Insurance Carriers and Related Activities
- 525 Funds, Trusts, and Other Financial Vehicles

### Real Estate and Rental and Leasing

- 531 Real Estate
- 532 Rental and Leasing Services
- 533 Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)

### Professional, Scientific and Technical Services

- 541 Professional, Scientific, and Technical Services

### Management of Companies and Enterprises

- 551 Management of Companies and Enterprises

### Administrative and Support and Waste Management and Remediation Services

- 561 Administrative and Support Services
- 562 Waste Management and Remediation Services

### Educational Services

- 611 Educational Services

### Health Care and Social Assistance

- 621 Ambulatory Health Care Services
- 622 Hospitals
- 623 Nursing and Residential Care Facilities
- 624 Social Assistance

### Arts, Entertainment and Recreation

- 711 Performing Arts, Spectator Sports, and Related Industries
- 712 Museums, Historical Sites, and Similar Institutions
- 713 Amusement, Gambling, and Recreation Industries

### Accommodation and Food Services

- 721 Accommodation
- 722 Food Services and Drinking Places

### Other Services (except Public Administration)

- 811 Repair and Maintenance
- 812 Personal and Laundry Services
- 813 Religious, Grantmaking, Civic, Professional, and Similar Organizations
- 814 Private Households

### Public Administration

- 921 Executive, Legislative, and Other General Government Support
- 922 Justice, Public Order, and Safety Activities
- 923 Administration of Human Resource Programs
- 924 Administration of Environmental Quality Programs  
Administration of Housing Programs, Urban Planning, and Community Development
- 925 Administration of Economic Programs
- 926 Space Research and Technology
- 927 National Security and International Affairs