

**BYLAWS AMENDMENT
ARTICLE V SECTION 2**

Board Committee Responsibilities

EXECUTIVE COMMITTEE

This committee is composed of the Board Chair, Board Officers and Board Committee Chairs. The Executive Committee reviews the agenda, backup and recommendations prior to submission to the full Board. The Executive Committee also considers items which do not fit under the authority of any other committee.

Responsibilities include:

1. Serve as liaison to elected officials
2. Link with other community Boards
3. Coordinate agendas of other committees
4. Develop a Committee/Board dispute resolution policy
5. Decision making capacity between WIB meetings
6. Review and revise bylaws periodically with Board approval

PROGRAM/CERTIFICATION COMMITTEE

Accountability and / or Performance IU

Reviews monitoring and audit reports of both the organization and its Service Providers. If the Board has provided for the evaluation of its programs, the evaluations would also be properly brought before this committee. The committee may consider the elements of what is monitored as well as evaluated along with the results. Appropriate to this committee would also be reports relating to the organization's success in meeting federal and state performance standards.

Finance

Oversees the development of the budget, tracks accountability for funds, and reviews major grants. The Finance Committee may perform the responsibilities described for Accountability and Performance above. If not covered by the Executive Committee, they may make recommendations on the division of funds between workNet Centers/core services, intensive services and training, including individual training accounts.

Program Development

Reviews requests for proposals specification elements, new grants, hear contractor performance reports and make recommendations regarding new services to be implemented.

WorkNet Centers

Makes recommendations regarding the number of workNet Centers, budget appropriations, coordinates the negotiation and approval of workNet Centers agreements, agrees to workNet Centers partners not mentioned in the legislation, reviews workNet Centers performance including customer satisfaction, and other issues related to workNet Centers implementation.

**BYLAWS AMENDMENT
ARTICLE V SECTION 2**

Board Committee Responsibilities (Continued)

MARKETING/PUBLIC RELATIONS

Marketing

Oversees development and implementation of a marketing plan. This may encompass public relations, employer relations, and outreach to the community.

Public Relations

Approves public relations and marketing strategies. May approve, review or recommend the purchase of public relations services to the full Board. May review publications, press releases, annual reports and send spokespersons to other community business organizations to represent the Board.

PERSONNEL

This committee may review personnel policies, including incentive and bonus plans, pay and classification studies for staff. This committee may provide interview panelists for new position hires.

ADULT / DISLOCATED WORKER

Adult/ Dislocated Worker Programs include dislocated worker and other adult programs. This committee may review training provider applications, requests for proposals, and contracts for special segments of the population. Reviews that part of the workforce development plan describing services to the above target groups.

YOUTH COUNCIL

"Blends" all youth workforce preparation programs and activities, especially Education to Careers consortiums in each workforce investment area. This council provides leadership for the development of services and programs which benefit all youth and contribute to a comprehensive workforce development system for Illinois. The committee will review those parts of the Local Plan which address youth services and make recommendations on the funds to be devoted to year round activities. The committee is responsible for coordinating youth services and recommending Service Providers to the Board. It provides oversight of youth programs.

PLANNING

This committee reviews the creation and development of employment statistics, labor market information and demand occupations for the local area. May set a wage rate applicable to occupations for which training will be offered, oversee job fairs and business services funded by the Board including fee for service, fund raising, retreats and planning.