



WORKFORCE SOLUTIONS of the Coastal Bend

POLICY

CATEGORY:	Board Administration	No: 1.0.106.02
TITLE:	New Board Member Orientation and Training	
SUPERSEDES:	1.0.106.01 dtd August 25, 2011	
EFFECTIVE:	August 29, 2014	
BOARD APPROVAL:	August 28, 2014	
DATE OF LAST REVIEW:	August 28, 2014	

I. PURPOSE:

Texas law requires all Local Workforce Development Board of Directors (Board) members to complete management and board development training within the first 90 days of service as a board member.

TWC New Board Member Orientation and Training also includes information about the importance of a high-quality workforce to the economic prosperity of the workforce development area and encourages Board members to be advocates in their communities for effective and efficient workforce development programs.

This policy outlines training requirements and options and provides guidance regarding orientation and training for new Board members.

II. DEFINITIONS:

TWC – Texas Workforce Commission

III. POLICY STATEMENT:

All new board members to the Workforce Solutions of the Coastal Bend Board of Directors (Board) will complete the TWC New Board Member Orientation & Training within the first 90 days of service as a Board member.

If a Board member does not complete the training before the 91st day after certification as a board member, the person is ineligible to continue serving on the Board.

IV. PROCEDURES:

New Board members may choose between three options to meet the training requirement.

1. Attend a short classroom presentation delivered periodically (and by request) by TWC in various locations throughout the state.
2. Use TWC New Board Member Orientation Guide training packet and complete the self-directed course.
3. Use the web-based version of the TWC New Board Member Orientation Guide curriculum at www.texasworkforce.org/boards/training/boardorientng.html and complete the self-directed course.

V. RELATED POLICY INFORMATION:

[Texas Government Code, §551.005 and §552.012 \(Senate Bill 286\)](#)

[40 TAC § 801.1](#)

[WD Letter 80-05, Change 1, issued March 19, 2008, and entitled "Senate Bill 286"](#)

VI. RESPONSIBILITIES:

The Public Information Officer must ensure that the Board of Directors (Board), President/CEO and Board Staff are aware of and comply with this policy.

VII. FORMS AND INSTRUCTIONS:

N/A

VIII. DISTRIBUTION:

Board of Directors Board Staff Contracted Service Provider Staff

IX. SIGNATURES:

Reviewed by EO Officer

Date

President/CEO

Date