



Board Member Job Description

OVERVIEW:

The working mission of the New York Association of Training & Employment Professionals (NYATEP) is to convene, educate, and develop our members to promote innovation and excellence in workforce services. NYATEP will advocate on behalf of the workforce community for necessary resources to sustain and enhance education, training and employment for all New Yorkers.

NYATEP is a non-profit (501c3), membership organization operated out of Albany, NY, and is an affiliate of the New York State Association of Counties. In service to the organization, NYATEP has an 18 member, volunteer, Board of Directors who each represent workforce partners from throughout the state and who are elected by their peers to serve in their Board positions.

In conjunction with the Executive Director, the Board is responsible for:

- Supporting the association's vision,
- Guiding strategic priorities,
- Promoting the organization and workforce development broadly,
- Setting and monitoring organizational policies and procedures,
- Oversight of the organization's Executive Director, and
- Fiduciary oversight; including approval of the annual operating budget.

BOARD MEMBERSHIP:

Upon acceptance of an appointment to membership on the NYATEP Board, it is expected that Board Members remain committed and actively engaged. Board members must possess the following:

QUALIFICATIONS:

- Currently employed at a NYATEP member organization and is an active member of NYATEP as defined in Article III. (i.e., Association members are any workforce entity, private or public not for profits, that has workforce development as part of the organization's mission (except for State and Federal Government entities, who may be members, however, they are not eligible for a seat on the board). Active members are current in paying dues at their selected level.)
- Ability to commit to the 2-year term of Board Membership, and Board Expectations
- Willingness to engage in strategic thinking and supportive of a system vision (i.e. working across the field to ensure the best outcomes for all those engaged in

- education, training, employment and economic development vs. focused on individual or your own organization's benefit)
- Strong leader/visionary/Willingness to motivate others in the field
 - Excellent interpersonal skills
 - Personal integrity, and willingness to engage honesty and sensitivity
 - Sense of humor

PARTICIPATION EXPECTATIONS:

- Understand and actively promote NYATEP's mission, services, policies and programs, and organizational membership within your region, and across the State;
- Maintain confidentiality, when required, and follow all conflict of interest policies;
- Assist NYATEP is carrying out its fiduciary responsibilities, including annual audit and financial statement review;
- Active attendance and engagement in Board and organization functions:
- Be prepared for and attend all NYATEP Quarterly Board meetings
- Volunteer for, and actively attend, committee or work group meetings
- Regularly attend and support all NYATEP conferences and special events.
- While attendance in person is preferable, occasional attendance by conference call or videoconference is also acceptable.
- Respond to NYATEP staff, and fellow Board member, requests in a timely manner;
- Offer personal, or organizational, special expertise (i.e. fundraising, graphic design, event planning, etc.) where applicable;
- Be knowledgeable and current on developments in the organization's field.
- Provide an annual, tax deductible, financial contribution that is commensurate with personal ability. The goal is to attain 100% giving from the NYATEP Board of Directors.