



**SLO Workforce Development Board
YOUTH COMMITTEE**

PROPOSED MISSION STATEMENT

The Youth Committee of the San Luis Obispo County Workforce Development Board (WDB) is an advisory committee to the WDB.

The primary responsibility of the Youth Committee is to provide information and assist with planning, operational and other issues related to the provision of workforce development services to youth under the Workforce Innovation and Opportunity Act (WIOA). Through the work of the Youth Committee the WDB provides strategic direction and coordination with other programs and initiatives in the communities served, to make the best use of limited resources.

In addition, the Youth Committee will identify and actively engage individuals, organization and programs across San Luis Obispo County that are active in youth workforce development, and assist the WDB in developing and recommending policies displaying positive and successful efforts by these partners in order to broaden youth employment and training. In order to accomplish these efforts, the Youth Committee will establish partnerships with a range of organizations supporting the youth; identify and evaluate concerns and issues that are known to impact the success of youth entering and continuing in the labor market; and recommend options and solutions to minimize barriers to youth employment.

DUTIES:

1. Convene as a clearinghouse for youth-related workforce issues. Seek and collect stakeholder input to identify workforce needs in the local youth services system.
2. Develop and maintain a working agenda (updated annually) of identified needs to guide the scope and focus of the Youth Committee.
3. Develop relationships with education, training providers, labor, other youth service providers and the business sector to encourage communication and joint problem-solving to best prepare youth for the local workforce.
4. Assist in the identification of new resources and access of funding opportunities to spearhead stakeholder collaboration and response to identified needs.
5. Serve as the primary liaison and advisory body to the WIB for youth advocacy and establishing youth funding priorities for WIOA funds, including reviewing effectiveness of current contractors and recommending new contractors, as appropriate.
6. Represent the WIB/Youth Council by communicating youth workforce issues, activities, and needs through outreach and communication within the community.

REPORTING:

1. Annual review and update of local area youth needs
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PRIMARY PURPOSE OF JOB DESCRIPTION

Provide community-wide leadership in facilitating the Youth Committee in its efforts to:

- Maintain partnerships that build capacity of youth workforce development training and education services throughout SLO County;
- Provide feedback and develop strategies that ensure the local youth workforce development system provides access to comprehensive services, and referrals to services, in a **seamless, integrated, effective and efficient manner**;
- Maintain a focus on ensuring that special populations and youth with disabilities in SLO County have adequate access to workforce development services.

CHAIRPERSON QUALITIES/RESPONSIBILITIES

- Provide Leadership
- People Skills
- Effective Communication Skills
- A desire to release the potential energy of the group
- An individual who can maintain focus on the committee's success vs. personally identified professional goals/importance
- Ensure representational input through maintaining member relations and development
- Availability and willingness to work with staff to develop the agenda
- Ability to keep the larger mission of the WDB and WIOA at the forefront of activities
- Ability to maintain clarity of purpose
- Subject Matter Expertise

PRIMARY DUTIES

The Chairperson shall preside over all sub-committee meetings. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the Committee shall, at the beginning of its meeting, designate by majority vote, a Chairperson Pro-Tem to serve as presiding officer of that meeting.

The Chairperson and the WDB designee shall have the responsibility of preparing the agenda for Committee meetings and the management or business of the Committee.

All sub-committee meetings of the WDB shall be called and conducted in conformity with provisions of the Ralph M. Brown Act of the State of California (the "Brown Act") (CA Government Code §54950, *et seq.*), as amended.