

Workforce Investment San Francisco Board Member Guidelines, Roles and Responsibilities

Overview:

The San Francisco Workforce Investment Board (WISF) is designated as San Francisco's Workforce Investment Board. The mission of the WISF is to provide a forum where businesses, labor, education, government, community-based organizations and other stakeholders work together to increase their collective capacity to address the supply and demand challenges confronting the workforce.

Specifically the WISF is responsible for:

- Establishing the direction of workforce development in support of San Francisco's vision for economic competitiveness.
- Creating strategic workforce connections between industry, business, labor, educational institutions, and community based organizations to serve the needs of workers and employers in the region.
- Providing job seekers with education and training needs to achieve self-sufficiency.
- Creating a framework to merge public and private resources and expertise to create an integrated workforce development and business service system.

WISF Members play an integral role in overseeing and setting the direction for San Francisco's Workforce System. They establish policies for workforce development in San Francisco and influence the design and of the delivery system. Further, they contribute expertise from industry and articulate the current workforce trends and needs of the local labor market. Most importantly they provide leadership in developing a strong and vital partnership between businesses, education, community based organizations, and City agencies.

Qualifications of WISF Members:

- Hold senior, decision making, positions in their company, organization and/or agency and have optimum policymaking authority;
- Commitment to devote staff time and talent to workforce development and the WISF;
- Commitment to contribute financially and/or reprogram resources toward achieving the goals set by the WISF;
- Ability to think bold and act strategically.



WISF Structure:

The WISF is organized into standing committees and ad-hoc committees; each delegated a set of advisory and decision making responsibilities. Standing committees provide ongoing support to the board with fulfilling its functions and responsibilities. Ad Hoc committees may be established to accomplish specific projects to meet the needs of a targeted industry, and task/topic oriented committees.

Yearly Meetings:

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| WISF Board Meetings: | Four (4) per year |
| Youth Council: | To be determined |
| Standing Committees: | As established by the Committee Chair |
| Ad-hoc Committees: | As established by the WISF Chair |

WISF Membership:

As mandated by the Workforce Innovation and Opportunity Act (WIOA), the WISF will be comprised of the following **mandated entities**:

- **Business: 51%**
- **Workforce - Labor and Community Based Organizations: 20%**
- Economic Development: One (1) member
- Higher Education: One (1) member
- WIOA Title II – Adult Education and Literacy: One (1) member
- Title III – State Employment Service Office: One (1) member
- Title IV – Vocational Rehabilitation Program: One (1) member

WIOA also allows for the following **optional entities**:

- Local Education Agencies and Community Based Organizations.
- Entities administering programs serving the local area in housing, transportation or public assistance.
- Philanthropic organizations serving the local area.

WISF members in the above described categories are appointed by the Mayor of San Francisco. Further City Legislation stipulates that that Mayor appoint two (2) members of the Board of Supervisors to the WISF with the intention that they represent relevant committees of the board.

