



Massachusetts Workforce Association Board Member Job Description

Summary:

Massachusetts Workforce Association (MWA) Board Members provide strategic guidance and fiduciary oversight over all aspects of MWA's work. The Board also assists MWA staff in setting the direction, vision, and promoting the organization's mission.

Primary Duties:

- Commitment to the mission and values of MWA.
- Attend regular meetings and most major MWA events.
- Serve on and participate in at least one MWA committee.
- Assure financial and programmatic integrity of MWA's work.
- Enhance discussions and communications by bringing important outside views to the Board and, in turn, promote MWA to key external constituencies
- Represent MWA and help forge collaborations among business, union, local elected officials, government, community groups, and the workforce system.
- Serve as a resource to Executive Director and other staff as needed.
- Hire the Executive Director and regularly evaluate his/her performance.
- Assist Executive Director and staff in creating a strategic vision and setting measurable goals and outcomes for the organization.

Qualifications/Requirements:

- Board members' organization must be a member of MWA and/or a partner with the local regional workforce board.
- Commitment to devote time and talent in working with MWA and other organizations to improve the quality of the workforce in the Commonwealth.
- Desire to make a positive impact on the quality of life in our Commonwealth.
- Commitment to fostering and promoting equity, diversity, and inclusion. [Click here to view MWA's diversity statement.](#)

Time Commitment:

- The full Board meets quarterly, with committees meeting monthly.
- Average time commitment for members is three to five hours per quarter.
- MWA Board terms are 3 years.