



## POLICIES AND PROCEDURES

<b>SECTION:</b> Administrative	<b>PROCEDURE #:</b> LOP 25
<b>TITLE:</b> Board Member Responsibilities	<b>EFFECTIVE DATE:</b> 07/24/23

**DISTRIBUTION:** CSNCFL Staff, Partners, Board and Council Members

**POLICY:**

Pursuant to the By-Laws agreement, this policy outlines the responsibilities and requirements of members appointed to the CareerSource North Central Workforce Development Board. It is policy that board members must file a financial disclosure form within 30 days of appointment and annually thereafter. Board members are also required to complete board orientation training once appointed and complete refresher training annually thereafter.

**GUIDELINES:**

1. Board member's are considered a "public servant" and as such are required to file a statement of financial interests;
  - a. within thirty (30) days of appointment to the Board
  - b. each year while serving on the Board
  - c. upon completion of their term on the Board
2. Board Member's are required to complete Board Orientation training within 30 days of appointment to the Board.
  - a. Board members must complete Refresher training annually while serving on the Board.
3. Board Member's shall miss no more than three consecutive Board meetings.
  - a. If members cannot attend a scheduled meeting they must give notice of their absence to the Administrative Coordinator.

OFFICIAL SIGNATURE

A handwritten signature in blue ink, appearing to read "Shirley Davis", is written over a horizontal line.

Chief Executive Officer