



Spokane Area WORKFORCE DEVELOPMENT COUNCIL

Spokane Area Workforce Development Council Policy Committee Charter

DRAFT 1-8-09

I. Purpose

The purpose of the Spokane Area Workforce Development Council (SAWDC) Policy Committee is:

- Formulating and validating Council positions on key local, state, and national level workforce development issues such as raising the median income of Spokane area residents and the transitioning of under employed/educated to a skilled work force
- Developing and recommending advocacy strategies to support workforce development issues

II. Composition

The SAWDC Policy Committee is comprised of a Chair and 4-7 members as appointed by the Chairperson of the SAWDC and subject to the approval of the Council. The Committee may choose to organize itself into subcommittees to facilitate the accomplishment of its work. SAWDC members may choose to select staff from their own organization to serve in their stead as committee members. Ad Hoc Subject Matter Experts may participate in the Committee as appropriate but are not voting members of the Committee.

III. Meetings

The SAWDC Policy Committee shall meet at the discretion of the Chair as deemed necessary to carry out its responsibilities. The Committee's meetings may be held via telephone. The Chair of the Committee and/or the Chair of the Council may call such meetings.

IV. Scope of Responsibilities

- A. Identify state, local, and federal legislation regarding key workforce development issues, particularly where legislation affects funding and the regulatory environment
- B. Determine and validate legislative priorities for the SAWDC
- C. Develop and recommend SAWDC positions on legislation
- D. Develop and recommend advocacy strategies to support SAWDC legislative priorities
- E. The Committee functions in an advisory capacity and reports to the SAWDC
- F. The Committee will work closely with the Executive Committee

V. Recommendations on the Approach

Use the following resources for guidance:

- The SAWDC vision and mission statements, the SAWDC Strategic Plan, the SAWDC WIA Title I Wagner-Peyser Local Operations Plan and the WTECB *High Skills, High Wages, 2008-2018*
- Develop ground rules and meeting mechanics in keeping with conducting efficient, effective meetings
- An open communication process with regular meetings
- Consensus decision making when possible
- Open input for decision making
- Seek input from community stakeholders, including labor, Greater Spokane Incorporated, Community Colleges of Spokane, and Spokane Public Schools.
- The Committee Chair will be the communication link between the SAWDC Policy Committee and the SAWDC
- Use the tools and concepts of lean management and continuous quality improvement
- Involve staff who have specific technical program knowledge as ad hoc members of the Committee as appropriate
- A structured process for conflict resolutions for Committee disputes
- Bring unresolved operational issues forward to the SAWDC Executive Committee
- Annually review Committee deliverables to guide following year's work plan
- Use a sunset review to determine continuation of Committee

VI. Proposed or Desired Outcomes

- Clearly articulated and validated SAWDC positions on significant local, state, and national workforce development issues
- Strategy for advocating SAWDC support of local, state, and national workforce development issues
- Support of Spokane's shared workforce and economic development goals

VII. Measures of Success

- Number of SAWDC positions taken on local, state, and national workforce development issues
- Number of strategies implemented for advocating SAWDC support of local, state, and national workforce development issues
- Attainment of Spokane's shared workforce and economic development goals