



West Michigan Works! Workforce Development Board

West Michigan Works! is a solutions-driven workforce development organization that strengthens businesses and the local economy through talent development programs, services and initiatives. The organization is governed by an employer-led board that includes representatives from private business and economic development, community based, labor and education/training organizations. The primary focus of the West Michigan Works! Workforce Development Board is to:

- Broker and promote strategic relationships between employer, economic, education, and workforce partners.
- Develop a strategy to continuously improve and strengthen the workforce development system through innovation/alignment/improvement of employment, training, and education programs.
- Establish a platform in which all members actively participate and collaborate with partners to create a more effective workforce investment system.
- Collaborate with workforce and education partners to improve and align employment, training, and education programs under the Workforce Innovation & Opportunity Act (WIOA), as well as other workforce development programs.

Board Application Process

West Michigan Works! is seeking applicants for appointment to our regional workforce board. Interested applicants must fill out the attached application and submit it to admin@westmiworks.org to be reviewed by a Nominating Committee from the Executive Committee of the Workforce Development Board. The committee will review applicants for alignment with WIOA regulations, geographic representation across the region and diversity requirements. If an appropriate number of applicants is not received, the application will be re-released.

Applicants meeting nomination requirements and having the necessary support (see below) will be presented to the West Michigan Works! Governing Board for appointment. Appointments will be for 2 years and individuals may seek reappointment after their two year term.

Letters of Support

WIOA requires that business representatives appointed to the local Workforce Development Board have optimum policymaking and/or hiring authority. They should represent businesses—including small businesses—that provide employment opportunities in regional in-demand industry sectors or occupations. These representatives must also be supported or nominated by local business (e.g. Chamber of Commerce) or a trade organization/association. A letter of support or nomination from such an organization must accompany a business representative application.

Individuals representing workforce or labor organizations must provide a letter of support or nomination from a local labor federation. Individuals representing higher education or adult education may provide a letter of support or nomination from the Career and Educational Advisory Council (CEAC). To contact the CEAC for support please contact admin@westmiworks.org.

For further guidance, questions or to submit an application, please contact admin@westmiworks.org.



Workforce Development Board Member Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Gender	M	F	

RACE/ETHNICITY					
White	Black	Hispanic	Asian	Native American	Multi-Racial
Non-Hispanic		Hispanic/Latino			
Veteran	YES	NO			

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES	NO	Degree
College/Other			Address		
From	To	Did you graduate?	YES	NO	Degree

EMPLOYMENT	
Company	Address
Position	
Responsibilities	



Workforce Development Board Member Application

Which County/Counties do you represent? Please check all that apply.

Allegan

Barry

Ionia

Kent

Montcalm

Muskegon

Ottawa

Which industry does your organization represent?

Which sector(s) do you represent?

Business: owners, chief executives, operating officers, or other business executives or employers that provide employment in high-demand industries

Labor Organization

Representative of a Registered Apprenticeship Program

Community Based Organization: private nonprofit organization (including faith-based) that has experience and expertise in addressing the employment, training or educational needs of individuals with barriers to employment

Youth Organization: organization that has demonstrated experience and expertise in addressing the employment, Training, or education needs of eligible youth, including representatives of organization that serve out-of-school Youth

Higher Education: institution that provides workforce investment activities (including community colleges)

Adult Education/Literacy: agency that administers adult education and literacy activities under Title II

Economic/Community Development: organization, local planning or zoning commission or board, a community development agency, or another local agency or institution responsible for regulating, promoting, or assisting in a local economic development

Vocational Rehabilitation: representative of programs carried out under Title I of the Rehabilitation Act of 1973



Workforce Development Board Member Application

If you represent the business sector, please attach your letter of support/recommendation from a local business organization or trade organization with your application.

NOMINATING/SUPPORTING CONTACT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		

If you represent the labor sector, which labor federations are nominating/supporting your application? Please attach your letter of support/recommendation from a local business with your application to the workforce development board?

NOMINATING/SUPPORTING CONTACT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		

If you represent a local adult education provider or an institution of higher education, is your application supported by the Career Educational Advisory Committee (CEAC)? Please attach your letter of support/recommendation with your application.

NOMINATING/SUPPORTING CONTACT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		



Workforce Development Board Member Application

What is your past experience in serving on a board?



Workforce Development Board Member Application

Why do you want to be considered for this appointment?

Does ACSET West Michigan Works! Employ any members of your family?

Yes

No