



NAWDP Committee Descriptions

Advocacy Committee Responsibilities

Mission: Direct NAWDP's public policy activities.

- 1) Monitor legislative and regulatory events related to workforce development
- 2) Advise Executive Director and Board of Directors on matters relating to public policy
- 3) Develop and implement efforts to raise public awareness of the profession of workforce development and the role of workforce development professionals
- 4) Develop materials that will assist members become more effective advocates for workforce development
- 6) Write articles for newsletter on legislative, regulatory and public relations topics

Award Committee Responsibilities

Mission: Award NAWDP's annual *Advancing the Profession Awards* to outstanding workforce development professionals.

- 1) Develop a Call for Nominations that articulates the benefits of submitting a nomination
- 2) Evaluate nominations against established criteria
- 3) Work with staff to recognize current and past award winners at the annual conference and throughout the year
- 4) Identify additional award categories, where appropriate
- 5) Write articles for the newsletter about award program and award winners

Certification Committee Responsibilities

Mission: Increase number of CWDPs by enhancing the status of the credential in the workforce investment system.

- 1) Review applications submitted for the CWDP and Endorsements on a quarterly basis
- 2) Monitor ongoing CWDP application methods to determine opportunities for continuous improvement
- 3) Solicit feedback on the competencies on the CWDP and Endorsement Competencies on a regular basis and propose edits as appropriate
- 4) Work with Professional Development Committee to ensure that CWDP competencies are relevant to the field, and that NAWDP is offering professional development opportunities that address the CWDP competencies
- 5) Write articles for newsletter on certification topics

Conference Committee Responsibilities

Mission: Plan and execute successful national annual conferences.

- 1) Select a timely conference theme and create an RFP that addresses current and emerging trends
- 2) Review proposals and select a balanced program
- 3) Identify keynote speakers
- 4) Plan conference plenary sessions and social events with staff
- 5) Assist staff in recruiting exhibitors and sponsorships
- 6) Identify possible dates and locations for future annual conferences for board approval
- 7) Write articles about the conference and host city for the newsletter

Finance Committee

Mission: Monitor financial health of NAWDP and ensure financial integrity

- 1) Prepare draft budget for consideration by the Board of Directors no later than November of the previous year
- 2) Monitor association's financial statements on a monthly basis
- 3) Identify and report any financial anomalies to the Board of Directors
- 4) Evaluate proposals submitted after the budget is approved and provide recommendation to the full board on whether the funds are available for expenditure

Governance and Bylaws Committee

Mission: Ensure that NAWDP policies, governance and bylaws reflect best practices for non-profit organizations

- 1) Review and recommend changes to the Policy & Procedures Manual on an annual basis
- 2) Identify potential bylaws amendments for consideration by the full Board
- 3) Keep the Board informed of current best practices in non-profit governance
- 4) Identify and develop additional governance-related policies as needed

Research Committee

Mission: Identify and disseminate research on workforce development

1. Encourage more action research among workforce practitioners
2. Engage the academic and professional research community around workforce development topics
3. Identify methods to make research more useful and accessible to workforce development professionals
4. Help workforce practitioners become more comfortable in interpreting research and using it in their practice

Membership Committee Responsibilities

Mission: Promote membership and increase the value of membership in NAWDP

- 1) Identify new member services and improvements to existing member services to continuously create value for the members and their employers
- 2) Plan membership promotions that will resonate with potential members and their employers
- 3) Monitor ongoing membership outreach activities and identify opportunities for improvement
- 4) Organize any special membership activities at NAWDP events (i.e. recruitment recognition events, social events, etc.)
- 5) Write articles for the newsletter on membership topics

Nominations and Elections Committee

Mission: Ensure transparent elections for NAWDP Board of Directors and Executive Committee

1. Examine the qualifications of all nominees for election to the NAWDP Board of Directors to ensure that they meet the requirements of the office
2. Assist in the recruitment of potential board members
3. Assist with the development of election materials including platform statements
4. Oversee the election process for Officers and members of the Executive Committee
5. Develop and monitor board succession plan

Professional Development Committee Responsibilities

Mission: Direct NAWDP's activities as they relate to the coordination and facilitation of national staff development and capacity building.

1. Survey the field and monitor national trends, and developments to identify priorities for training
2. Oversee the program selection and activities related to the Youth Development Symposium
3. Identify and/or develop written materials that would be of benefit to workforce development professionals' professional development activities
4. Work with the Certification Committee to ensure that CWDP competencies are relevant to the field, and that NAWDP is offering professional development opportunities that address the CWDP competencies
5. Write articles for newsletter on professional development topics