

## Career Services Committee Charter

### Purpose:

The Career Services Committee reports to the Board of Directors and is charged with overseeing the organizations Operations plan through:

1. Establishment of annual budget targets for investment of training resources
2. Set and assess Board performance targets for talent solutions and talent acquisition strategies in targeted sectors and assess career seeker satisfaction with CSCF service delivery.
3. Review and approve scholarship training providers and programs in alignment with targeted sectors.
4. Set and assess performance targets for young adult career pathways including both summer and year-round service delivery.

### Responsibilities:

- Review and recommend the operational budget that supports the Board's annual priorities in delivering programs and services.
  - *Metric: Measured annually by 75% of committee members attending and approving the budget during the combined CSC and Finance committee workshop held every May.*
- Review local performance metrics and provide insight to ensure attainment of annual investment and training objectives.
  - *Metric: Conduct annual review on training performance/investments. Provide recommendations if not on track with Board priorities and given budget.*
- Evaluate and recommend providers who offer training scholarships aligned with targeted sectors.
  - *Metric – Conduct analysis semi-annually to ensure the training matrix reflects programs that are needed and accessible across the region.*
- Review progress towards young adult career pathway goals.
  - *Metric: Conduct review of defined targets for youth and young adult program each meeting. Provide recommendations, if not on track with annual priorities and investment objectives.*
- Review investments of all non-FloridaCommerce/state and federal funded grants and program initiatives, to ensure attainment of sponsored objectives and performance expectations
  - *Metric: Conduct a quarterly review of all named initiatives that are outside traditional FloridaCommerce-funded program and services. Provide recommendations if efforts are not on track with required priorities, budget and timelines.*

**Skills/Expertise:**

- Willingness to attend or participate in the majority of Committee meetings.
- Have proven background or working knowledge of targeted high growth industries.
- Prior experience as a board member desired.
- Prior experience in service delivery or oversight of program performance desired.

**Structure:**

- Membership of the Committee consists of Board members and community subject matter experts; the Board Chair appoints all Committee members.
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meeting.
- Career Services Committee meets 5 times a year (4 meetings alone and 1 combined meeting with the Finance committee for an annual program and budget workshop.)
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee members via email one week prior to meetings.