Serving on the WCCNM Board

Roles, Responsibilities & Expectations

What you should know before expressing interest in Board membership

Welcome to WCCNM

Workforce Connection of Central New Mexico (WCCNM) helps guide the regional workforce development system serving Bernalillo, Sandoval, Torrance, and Valencia Counties. Its Board brings together perspectives from business, workforce, education, government, and community partners to help strengthen workforce opportunities and regional economic growth.

Board service is an opportunity to contribute your experience and perspective to decisions that affect employers, job seekers, workers, and communities across Central New Mexico.

What does the Board do?

The WCCNM Board provides strategic leadership and oversight. Board members work collectively to:

- **Shape strategy** help establish priorities and support workforce approaches responsive to regional needs.
- **Bring their perspective:** share professional, industry, workforce, education, or community experience.
- **Engage and connect** strengthen relationships with employers and workforce partners.
- **Provide oversight:** review information, ask questions, and monitor results and investments.
- **Support continuous improvement**: use performance information and stakeholder perspectives to identify opportunities.

What will be expected of me?

Board service is an active, personal commitment. Members are expected to prepare for and participate in meetings, consider the needs of the full regional workforce system, and contribute to informed decisions. Members may also participate in committee activities as applicable.

A simple meeting checklist

When	Your contribution
Before	Review the agenda and materials; identify questions and possible conflicts of interest.
During	Participate, ask informed questions, focus on policy and oversight, and vote when appropriate.
After	Stay informed about Board actions; follow through on assigned Board or committee responsibilities.

What are my key responsibilities?

Attend and participate

Attend Board meetings personally and contribute to Board business. Under the WCCNM Bylaws, three consecutive absences from regular Board meetings may result in removal.

Vote and make decisions

Participate in Board decisions through established procedures. A quorum is required for official business, and proxy voting is not permitted.

Represent your membership category

Continue to meet the qualifications for the category under which you were appointed. Notify the Board Chair if your qualifying position or status changes.

Act with integrity

Follow the WCCNM Bylaws, Code of Conduct, and applicable requirements. Put the public interest ahead of personal or organizational gain.

Disclose conflicts of interest

Identify and disclose actual, potential, or perceived conflicts; follow applicable abstention and documentation requirements. The WCCNM Conflict of Interest Questionnaire calls for annual updates or updates within 30 days of changes.

Support transparent governance

Help conduct Board business in accordance with applicable public meeting and transparency requirements.

Important: Board responsibilities, including attendance and voting, cannot be delegated to another person.

Governance is not day-to-day management

Board members provide direction, policy leadership, and oversight. Administrative and workforce service-delivery organizations carry out approved activities, administer programs, supervise their own staff, and deliver services. Individual Board members do not direct the day-to-day operations of providers, partners, or contractors.

A useful distinction

Board role:

- Set direction
- Establish policy
- Review performance
- Ask questions
- Make decisions collectively

Operational role:

- Implement approved direction
- Manage workflows and staff

- Administer programs
- Deliver services

Before you express your interest

Consider the following questions before submitting the Board Member Interest Form:

- Am I willing to review meeting materials and attend Board meetings regularly?
- Can I bring my experience and perspective while considering the needs of the broader region?
- Am I comfortable asking questions, discussing issues, and making decisions collectively?
- Can I meet the ethical and conflict-of-interest responsibilities of public-facing Board service?
- Am I prepared to serve in a governance role rather than manage daily program operations?

Ready to Take the Next Step?

Thank you for taking the time to learn about the role and responsibilities of a WCCNM Board Member.

If you believe your experience, perspective, and commitment can contribute to strengthening Central New Mexico's workforce system, we encourage you to express your interest in serving on the Board.

Complete the Board Member Interest Form

Please note: *Submitting an interest form does not guarantee appointment to the WCCNM Board. Board membership is subject to applicable eligibility requirements and the official appointment process.*

Official references

- WCCNM Bylaws (approved November 18, 2024), especially Articles 4–7.
- WCCNM Chief Elected Officials Agreement (approved November 18, 2024).
- WCCNM Board Conflict of Interest Questionnaire.

This guide is an introductory overview for prospective members. The WCCNM Bylaws and other applicable governing documents control in the event of a difference.