Workforce Development Committee Charter

COMMITTEE PURPOSE:
The purpose of the COAA Workforce Development Initiative Committee is to develop and carry out the workforce development strategic objectives and goals for COAA. The Committee will discuss, review and define COAA’s position in relation to current workforce challenges and the need to develop various education programs, recruitment efforts, public relations and marketing messages that target the current and future construction industry workforce.

COMMITTEE JOB DESCRIPTION AND DUTIES:

- Develop and maintain a coordinated strategy for COAA’s Workforce Development Initiative.
- Identify and prioritize strategies to recruit and retain construction industry workforce throughout the education spectrum (e.g. K-12 and higher education, etc.)
- Evaluate future workforce trends and the needs of the COAA membership
- Create communications strategies and public relations messages that target key audiences to promote the construction industry as a career choice.
- Promote workforce diversity.
- Develop and maintain promotional materials to educate on Workforce Development challenges and solutions
- Promote effective methods for workforce recruitment, training and retention, including partnerships with existing organizations that attract, train and retain construction industry workers.
- Identify and develop strategies to assist Owners in making a positive impact on construction workforce issues.
- Identify and develop strategic partnerships with other industry organizations to address construction workforce issues.
- Identify the opportunity to potentially sponsor a scholarship to a trade school/community college and engagement of the Chapters at a local level.
- Develop and establish an annual award that recognizes an Owner who has done exceptional work and outreach on workforce development issues.
- Monitor and report quarterly to the Board of Directors on the status of the committee’s work.

COMMITTEE MEMBER TIME COMMITMENT & COMPOSITION:

- 4-6 committee members: Apply through the annual Call for Volunteers and approved by COAA Board Liaison and Executive Director.
- Term: Two-years
- Participate in a maximum of six (6) committee meetings via conference call or webinar as scheduled for 60 minutes each.
- The committee may establish subcommittees that report to the Chair.
- Committee members shall be an Owner or Associate member of COAA.
- Membership of the committee shall reflect the diversity of COAA in terms of professional discipline and other characteristics.
- Participate in additional conference calls as needed
- Chair/co-chair: Apply and will be confirmed by the COAA Board liaison and Executive Director.

COMMITTEE AUTHORITY AND DECISION-MAKING:

- Committee is directed by the COAA Board of Directors
- The Committee may not enter into legal or binding agreements on behalf of COAA without the express written consent of the Board of Directors

The committee chair and/or committee members have no authority over COAA resources/staff.
COMMITTEE ANNUAL BUDGET:
2017 Approved Budget: N/A