

**LOCAL WORKFORCE INVESTMENT BOARD (LWIB) MEMBER PROFILE  
BUSINESS REPRESENTATIVE**

Name \_\_\_\_\_ Employer Name \_\_\_\_\_

Employer Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_ E-mail \_\_\_\_\_

**A business representative must be a representative in the local area who:**

**(1) is an owner of a business, chief executive or operating officer or other business executive or employer with optimum policy making or hiring authority;**

**(2) represents business with employment opportunities that reflect the employment opportunities of the local area; and**

**(3) is appointed from among individuals nominated by a local business organization or business trade association.**

**1. Nominating Business Organization/Trade Assoc.**

Nominating Entity \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_

Date of nomination letter\* \_\_\_\_\_

\* letter must be kept on file at the local level

- Construction/Utilities
- Manufacturing
- Wholesale/Retail
- Trade/Transportation/Warehousing
- Finance/Insurance/Real Estate/Management
- Information/Professional & Technical Services
- Educational Services
- Health Care & Social Assistance
- Entertainment/Accommodations/Food Service
- Administrative and Other Services

**2. Optimum Policy Making Authority**

Check the one area that best describes your duties:

- Owner of Business
- Chief Executive Officer or Chief Operating Officer
- Other executive with optimum policy making or hiring authority. A representative with optimum policy making authority is an individual who reasonably be expected to speak affirmatively on behalf of the entity he or she represents and to commit that entity to a chosen course of action. Please describe your duties that **demonstrate optimum policy making authority.** \_\_\_\_\_

**4. Size of Business**

The number of employees employed by your business in the local area. \_\_\_\_\_

**5. Demographic Information**

Gender: \_\_\_\_\_ Male \_\_\_\_\_ Female

Race/Ethnicity

- White - not Hispanic
- Black - not Hispanic
- Hispanic
- Native American
- Asian or Pacific Islander
- Other \_\_\_\_\_

**3. Local Employment Opportunities**

Check the employment sector you most closely represent (check only one):

- Agriculture/Forestry/Fishing & Hunting
- Mining

I certify that the attached information is accurate and complete. I further acknowledge that my role as a Local Workforce Investment Board member requires that I publicly disclose any conflict of interest, whether real or apparent, prior to discussion of that matter, and that I also abstain from voting on any such matter.

\_\_\_\_\_  
Signature of Appointee

\_\_\_\_\_  
Date