



525 Wall Street
Chico, CA 95928
(530)892-9600
(530)892-9609 (fax)

APPLICATION FOR WORKFORCE DEVELOPMENT BOARD MEMBERSHIP TO REPRESENT EDUCATION

Membership Requirements:

In order to represent an **educational entity** on the NoRTEC Workforce Development Board, the applicant must:

1. Be a representative of one of the following:
 - a. An institution of **higher education** that provides workforce investment activities (including community colleges); **OR**
 - b. Eligible providers administering **adult education and literacy** activities under Title II of WIOA.
2. Provide service to some or all of the counties within NoRTEC's geographic area¹; and
3. Be nominated by the Board of Directors or the Director of such an entity.

The nomination shall be in writing, and submitted to the NoRTEC Governing Board.

Applicant Name: _____

Job Title: _____

Entity Name: _____

Entity Address: _____

City/State/Zip: _____

Entity Phone/Fax: _____

Do you represent Category 1.a. or 1.b. (or both) noted above?

Category a (Higher Education) **Category b** (Adult Education) **Both**

¹ Counties within the geographic area of NoRTEC are: Butte, Del Norte, Lassen, Modoc, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tehama, and Trinity.

Provide a brief description of the educational entity you are representing, and the geographic area this entity represents/serves:

What additional areas of expertise or interest do you have that may be helpful to the Workforce Development Board? (This includes membership on other boards or service organizations.)

The NoRTEC Workforce Development Board meets four times a year, and a quorum of members must be present at each meeting in order to conduct business. The meetings are usually held in a central location (Oroville, Chico, Red Bluff, Anderson or Redding) on the following dates:

1. The fourth Thursday of January, from 10 am – 3 pm
2. The fourth Thursday of April, from 10 am – 3 pm
3. The fourth Thursday of August, from 10 am – 3 pm
4. The fourth Thursday of October from 10am – 3 pm

Will you be able to attend all four of these meetings each year? (We understand an occasional scheduling conflict or emergency will occur.)

YES

NO

Most of NoRTEC's business is conducted over the Internet via our website and e-mail, but we request contact information. Please provide the following:

County of Residence: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

E-mail² Address: _____

Phone/Fax: _____

Is there additional information you think we need to know? If so, please provide it below:

² The majority of NoRTEC business is conducted via e-mail and over the Internet. Please provide an e-mail address you check regularly.

I wish to be considered for appointment to the NoRTEC Workforce Development Board. All of the information contained in this application is true and complete to the best of my knowledge.

Signature of Applicant

Date

In addition to this application, an applicant must submit a nomination letter from the entity you represent.

To obtain an example of a nomination letter, to inquire about appropriate nominating entities in your area, or to submit an application, please contact:

Mail

Terrienne Brown
Assistant Director
NoRTEC
525 Wall Street
Chico, CA 95928
(530)892-9600, x203

E-Mail

Terrienne Brown
tbrown@ncen.org
(Pdf file or Word document)

Fax

Terrienne Brown
(530)892-9609