Being an Effective Member
Workforce and Talent Development Board

Resources

New Board Members can spend some time reviewing the [Governor's Membership Handbook for Boards and Commissions](). Some recommended sections include, but are not limited to:

- Representation (page 3)
- Being an Effective Board Member (page 4)
- Public Records/ Public Meetings (page 4)
- Americans with Disabilities Act (page 5)
- Common Sense (page 5)

Required Trainings

State law and policy require all new board and commission members to complete three online courses administered by the Department of Administrative Services (DAS) within six months of their appointment. To meet the requirement, the following three courses will be assigned to you in Workday.

You will receive login credentials in your email after your appointment has been processed in the system. If you don't, please contact your Board Administrator for assistance.

1. DAS – Chief Human Resources Office (CHRO) – **Overview of Boards and Commissions**
2. *DAS – Chief Human Resources Office (CHRO) – **Preventing Discrimination and Harassment**
3. *DAS – Enterprise Information Services (EIS) – **Information Security Training: Foundations**
   Indicates training that must be completed annually throughout the duration of your appointment.

- Quick Link: **Governor's Membership Handbook for Boards and Commissions**,
    - Address: https://www.oregon.gov/gov/Documents/Board%20Handbook_2-18-15.pdf

- Quick Link: **Oregon Revised Statutes (ORS) 182.010** referenced in Handbook Section,
    - Address: https://www.oregonlegislature.gov/bills_laws/ors/ors182.html

- Quick Link: **Oregon Department of Justice Public Records and Meeting Law**,
    - Address: https://www.doj.state.or.us/oregon-department-of-justice/public-records/public-records-and-meetings-law/