



Workforce & Talent Development Board

Board Member Resources v3

This packet is designed to support your active participation on the Workforce & Talent Development Board (WTDB). Whether you're attending your first meeting or have been serving for years, we hope these materials help you stay informed, prepared, and confident in contributing to our shared goals. The contents include key reference materials and will be updated periodically as new information becomes available or needs evolve.

Meeting Accessibility Etiquette

To help foster a smooth, productive, and inclusive meeting experience for all participants—both in person and virtually—we ask that you observe the following meeting etiquette:

- **Display Your Name Clearly**
Please ensure your screen name, name plate, or name tag is visible to others. This supports quorum tracking and helps with accurate identification on meeting recordings.
- **Minimize Side Conversations**
To avoid disruptions, especially for virtual participants, please keep side conversations to a minimum. Background noise can interfere with audio quality and distract from the discussion.
- **Speak Loudly and Clearly**
Project your voice so all attendees—both in person and remote—can hear you clearly. This also helps our note takers and ensures your contributions are fully captured.
- **State Your Name Before Speaking**
Begin each comment by stating your name. This helps everyone follow the conversation, particularly those joining virtually or reviewing recordings later.

Thank you for your attention to these practices and for your commitment to making each meeting a successful, collaborative, and accessible experience.

Board Member Resources

- [Workforce & Talent Development Board Bylaws](#)
 - [WTDB Roles & Responsibilities](#)
 - [2025-2026 Strategic Plan & Scorecard](#)
 - [Workforce Readiness Committee Charter](#)
 - [Continuous Improvement Committee Charter](#)
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Quick Links

- [WTDB Website Homepage](#)
 - *Your starting point for WTDB information and materials*
 - [Public Meetings Calendar](#)
 - *Access current and past meetings, including agendas, minutes, and related materials*
 - [Recorded Public Meetings](#)
 - *View archived WTDB meeting videos on YouTube*
 - [Current Board Members](#)
 - *Learn more about the dedicated individuals guiding WTDB's work*
 - [Workday Troubleshooting](#)
 - *Support for login issues and common problems accessing Workday*
 - [Higher Education Coordinating Commission Webpage](#)
 - *Explore the HECC website*
 - [Key Reports](#)
 - *Explore featured WTDB reports across key workforce sectors*
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