



ABOUT THE WORKFORCE & EDUCATION COMMITTEE

The Workforce and Education Committee focuses on matters related to workforce development, education, and training. The committee's primary objective is to address the needs and challenges of the local workforce and education systems to support the growth and success of businesses in the region. This committee typically collaborates with businesses, educational institutions, government agencies, and community organizations to create initiatives and programs that align the skills of the local workforce with the needs of the business community.

The key functions of the Workforce and Education Committee include:

- 1. Workforce Development:** The committee works to identify skills gaps within the local workforce and develops strategies to bridge those gaps through training programs, workshops, and partnerships with local educational institutions. This committee will discuss topics that impact the local workforce including diversity, equity, inclusion, accessibility, belonging, wages, culture, and more, which will guide program planning.
- 2. Education Enhancement:** They collaborate with schools, colleges, and universities to enhance the quality of education and ensure that students are equipped with the relevant skills needed by local industries.
- 3. Business-Education Partnerships:** The committee fosters relationships between businesses and educational institutions to create and/or promote internship and apprenticeship opportunities, which provide students with real-world experience while helping businesses access potential future employees.
- 4. Career Navigation/Pathways:** They create and/or promote career pathways for individuals to transition smoothly from education to employment by developing programs that align with local industry demands.
- 5. Advocacy:** The committee may advocate for policies that support education and workforce development at the local and regional levels. This could involve lobbying for education and training program funding or promoting policies that encourage business growth and job creation.
- 6. Networking and Events:** They organize events, workshops, seminars, and conferences that bring together local businesses, educators, and community leaders to discuss workforce and education-related issues.
- 7. Research and Data Analysis:** The committee may gather and analyze data related to employment trends, skills gaps, and educational outcomes to make informed decisions about their initiatives.
- 8. Community Engagement:** They engage with the community to raise awareness about the importance of education and workforce development, and to encourage collaboration among stakeholders.

Overall, the Workforce and Education Committee of the Chamber of Commerce plays a crucial role in facilitating collaboration between businesses and educational institutions to strengthen the local workforce, support economic growth, and improve the overall well-being of the community.



WORKFORCE & EDUCATION COMMITTEE-LED & SUPPORTED ACTIVITIES

The Workforce & Education Committee assists with the planning and implementation of a variety of activities throughout the year. WFE committee members will assist with planning and implementing activities and volunteer opportunities will be regularly communicated to enhance involvement. Specific activities that are championed by the committee are outlined below:

Youth Career Expo:

The YCE is a career navigation event held every spring at Menomonie High School. High school students from surrounding-area schools are invited to learn about career opportunities, pathways to employment, and make direct connections with businesses. This business-expo style event is intended to help build our future workforce.

Quarterly Chamber Luncheons:

Each quarter, the Chamber will host a luncheon where a topic-expert speaker(s) will address specific areas of interest and need based on feedback from committee members and the Chamber membership at large.

Leadership Menomonie & Youth Leadership Programming:

LM is an exclusive tuition-based program. Over the course of ten months, participants will meet for one day each month and will engage in exclusive business tours and hands-on leadership experiences. LM participants cultivate new relationships throughout the community, explore regional issues, and deepen their leadership skills through this program.

Professional Book Club:

The Chamber's book club fosters professional development by encouraging knowledge sharing, critical thinking, and the exchange of ideas. Through these discussions, participants can gain new insights, stay updated on industry trends, and build valuable connections with like-minded people. WFE committee members will lead discussions and assist with planning the curriculum that will span the course of 6-10 weeks.

Chamber Chatter Podcast:

The Chamber works with a professional production company to release a bi-weekly podcast that focuses on business and community impact in the Menomonie Area. WFE committee members will be invited to participate as a guest host for the podcast and may be asked to assist with topic/guest recruitment.

Wage Survey:

The Menomonie Chamber works alongside the Chippewa Falls and Eau Claire Chamber of Commerce to promote the annual Western & Central Wisconsin Wage Survey. The objective of this survey is to be the definitive resource of base compensation information for commonly recognized jobs in our geographic area. The results are reported by major industry groups (manufacturing, healthcare, financial institutions, general business, and government).

Investor Workforce Surveys:

Periodically, the Chamber has an interest in gathering information from investor-businesses to better understand the needs of business and industry in our area. WFE committee members will provide valuable input on survey neutrality as well as aspire to address topics that are relevant for today's business.

Coffee & Commerce:

C&C is an industry-specific event that opens pathways of communication in both the nonprofit and manufacturing industries. Two events take place each year, with each individual event featuring education, resources and valuable connections through knowledge-sharing and relationship building.

Content Creation:

Committee members will assist with generating topic-expert articles and sharing best practices from their places of work.

COMMITTEE APPLICATIONS

Applications are accepted by individuals who are employed by, or own a Chamber member investor business that is in good-standing with their Chamber membership. Applications are accepted on an ongoing basis and can be found on the Chamber website, as well as at the Chamber office by request. Each application will be reviewed by the Chamber team for completeness, then forwarded to the committee chair for approval on a monthly basis.

The makeup of the committee shall be a representation of the Chamber's membership with diverse business and industry. It is recommended that each committee member represent a different industry and that only one representative serve from each investor business.

MEETING SCHEDULE

The WFE committee meets monthly. Each meeting will be one hour long and offered in a modality that is selected by the committee majority. Additional meetings may be called by a Chamber team member when additional planning is needed for upcoming events or activities.

TIME COMMITMENT

The time commitment for committee members will vary depending on engagement with sub-groups within the committee, and which specific activities you participate in as a committee representative. The typical time commitment for this committee will be approximately 1-2 hours/month. You are encouraged to attend regularly scheduled meetings to stay informed of current and future happenings. Committee members with extended absences or a lack of regular participation will receive an accountability check-in from the committee's executive leadership group.

Regular and active participation in committee-led activities is expected, however, this is a volunteer position and it is understood that personal and professional schedules will determine your participation level.

STATEMENT OF REPRESENTATION

As a Chamber committee member, you will be asked to sign a conflict of interest statement as well as a confidentiality agreement. At times, there may be sensitive and/or confidential information discussed.

Committee members should conduct themselves in a professional manner to uphold the organization's image and foster positive relationships. Not only are you representing your investor business, you are also representing the Chamber.

Activities of the committee shall be vetted/approved by either the Chamber's Director of Investor Relations or the CEO. The individual opinions or actions of a committee member outside of committee activities shall not be expressed as the viewpoint of the Menomonie Area Chamber & Visitor Center.

Committee members agree to provide a positive Chamber outlook to the public. Concerns or constructive feedback should be provided to the Chamber staff by way of private communication.

COMMITTEE STRUCTURE & TERM LIMITS

The WFE committee is structured with an executive team that consists of a Chair, a Vice Chair, a Past Chair and a Secretary. The remaining committee members are considered Members at Large. Each position has a one-year, renewable term limit.

In addition to an executive leadership team, the WFE committee may at times include short term action positions that are event or activity specific.

A Chamber staff will be assigned as the WFE committee liaison and will be present for all committee and executive leadership team meetings.

Executive Leadership Team

It is recommended that the **executive team meet twice per year** to assist the Chamber team with goal setting for this committee. The roles and responsibilities within the executive leadership team include:

- **Chair:** Set agendas for and lead monthly meetings, provide strategic direction, report quarterly to the Chamber Board of Directors and provide general leadership to the group including individual and group accountability actions.
- **Vice Chair:** Assume Chair responsibilities during Chair's absence, provide leadership support tandem with Chair for individual and group accountability actions. A Vice Chair position does not assume succession for a future Chair position.
- **Secretary:** Capture meeting minutes, update activity participation records, distribute calendar requests for upcoming meetings and distribute meeting minutes to committee and Chamber team.