

Montana State Employers' Council, Inc (MSEC)

Position Description: Area Representative

Council Purpose:

The purpose of the Montana State Employers' Council (MSEC) is to:

- Promote increased utilization of Montana Workforce Services Division;
- Advise the Division of employer needs and concerns;
- Formulate positions on matters requiring the attention of national employer organizations;
- Support the Division and the U.S. Employment Service to properly fulfill their mandates;
- Serve as a communication and resource link to share and disseminate information between employers, local JSECs, Workforce Services Division, and the U.S. Department of Labor;
- Assist local JSECs to achieve their goals and objectives: and
- Seek solutions to employment, training and related issues in need of statewide and national attention.

Area Representative Duties:

It shall be the responsibility of each area representative to represent the Council and to promote the purpose of the Council to the local Job Service Employers Committees that operate within their respective areas of the state.

Specific duties of area representatives include:

- Attend MSEC Executive Board meetings (1 full day and 1 half-day per year)
- Attend the annual joint meeting of the MSEC and Job Service Management Team in the Spring
- Provide technical assistance to local committees in their area to help achieve active member participation in committee activities,
- Share best practices and activities which are occurring within the area and within the state,
- Encourage the submittal of MSEC awards nominations each year,
- Promote member attendance at the annual state JSEC/Job Service Management Team meeting, and
- Share information concerning activities of the State Council.

In order to effectively accomplish these duties, area representatives should contact local committees or local chairs within their area at least once during the year. This contact may be by telephone, personal visit, webinar, or e-mail.

Local committees in each area are requested to send their minutes to the appropriate area representative so that he or she can be better informed about JSEC activities occurring in their assigned area.

Note: Areas may have more than one Area Representative.