# Local Workforce Development Board Board Member Vacancy Report

Accessible Word version

## Instructions:

Send this report to your contact at Board Relations no later than 20 days after a board vacancy occurs.

**Position cursor** after the colon to type each response.

Name of Member 1:   
Category: Effective Date of Vacancy:

Name of Member 2:   
Category: Effective Date of Vacancy:

Name of Member 3:   
Category: Effective Date of Vacancy:

## Authorization

Name of Workforce Area:   
Signature of Board Chair

Typed Name: Date of Signature:

Individuals may receive, review, and correct information that TWC collects about the individual by emailing [open.records@twc.texas.gov](mailto:open.records@twc.texas.gov) or writing to TWC Open Records, Rm 266, 101 East 15th St., Austin, TX 78778-0001.