**Checklist for Documents/Information Required for Submission by the MWB**

* MWB Membership Matrix – Completed Template
* Executed MWB/CEO Agreement
* MWB By-Laws
  + Copy of the minutes of the Board meeting at which the by-laws were voted on and adopted should be included
* Local Governance Organizational Charts (2)
  + MassHire Workforce Board Organizational Chart identifying its committee/sub-committee structure, staffing structure, etc.
  + MassHire Workforce Development System Organizational Chart that depicting the local area’s workforce development system governance structure
* MWB Certification High-Performance Criteria Template with Responses – *annotated with changes or “no change” indicated by response*
* Signature Form/Contact Sheet