



BOARD MEMBER RESPONSIBILITIES

“Promoting downtown as a vibrant place to LIVE, SHOP, WORK, DINE and PLAY.”

PLANNING: Ongoing Activity

- Direct the process of planning
- Provide input to long range goals
- Approve long range goals
- Formulate annual objectives
- Approve annual objectives
- Yearly performance reports on achievement of goals and objectives. Includes but not limited to, yearly planning and wrap up meeting.
- Monitor achievement of goals and objectives

PROGRAMMING:

- Assess members and community needs
- Develop volunteer pool
- Oversee evaluation of events, services and programs
- Maintain event program records; prepare event program reports
- Prepare preliminary budget (Treasurer)
- Approve Budget
- See that expenditures are within budget during the year
- Solicit contributions in fundraising campaigns
- Organize fundraising campaigns
- Approve expenditures outside authorized budget
- Insure annual audit of organization accounts

PERSONNEL:

- Employ Staff
- Direct work of the staff
- Hire and discharge staff members
- Decision to add staff
- Settle discord among staff



COMMUNITY RELATIONS:

- Community Outreach
- Write news articles
- Provide organization linkage with other organizations

BOARD COMMITTEES:

- Appoint committee members
- Call committee chair to urge him/her into action
- Promote attendance at Board/Committee meetings
- Recruit new Board members
- Plan agenda for Board meetings
- Take minutes at Board meetings
- Plan and propose committee organization
- Prepare exhibits, material and proposals for Board and Committees
- Sign legal documents
- Follow-up to insure implementation of Board and Committee decisions
- Settle disputes between Committees and Board members

MHDA BOARD SUBCOMMITTEES:

BID/MEMBERSHIP COMMITTEE – Raise downtown awareness, expand membership, seek businesses and residents, and fill Board positions.

PLACEMAKING – Making downtown the “there, there”, place to be. Place for kids, Holiday hot spot, Beautification, Parklets

EVENTS AND MARKETING – Planning and implementing Events, Events Review, Reports to Board monthly