

BOARD MEMBER AGREEMENT
CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY



DDA Board of Directors

The Portland Downtown Development Authority (DDA) Board of Directors oversees the operations of the organization. The Board Members are responsible for the development and implementation of projects and programs as well as management of the DDA's annual budget. Each Board Member also serves on one of the DDA's core Main Street Program committees including Business Enhancement, Design, Organization & Finance, and Promotions & Marketing. Board members are either Downtown business owners/managers and /or Portland residents. Directors are also volunteers, appointed by the Mayor of the City of Portland and approved by the Portland City Council.

The board currently meets the third Thursday of each month at City Hall Council Chambers at 259 Kent St. The meetings begin at 3:30pm and are open to the public. To review monthly board agendas and minutes, [please link here](#). Changes to the currently scheduled board meetings will be posted 18 hours in advance on the MiPortland (DDA) and the City of Portland's website, as well as at City Hall.

Board Member Annual Agreement

Our DDA Board is made up of a variety of personalities, education and talent. We are a board of engaged volunteers. We're the driving force of improvement for Portland Downtown and demonstrate that through our consistent involvement.

*essential ~select

*I agree to put forth every effort to attend all board meetings each year.

*I understand that I may not always agree with a position the Board takes on a matter. I have the right to voice my opinions during discussion prior to a vote and have those opinions respectfully considered, as I will respectfully consider the opinions of others. Once a vote is taken, I agree to stand by the decision of the Board in order to facilitate moving the mission of the DDA forward.

*I agree to be an active participant on at least one of our Downtown Teams. I will accept and complete project assignments with and for that team and will demonstrate my level of engagement by attending 75% or more of the team meetings:

- | | |
|------------------------|----------------------|
| Organization & Finance | Business Enhancement |
| Promotions & Marketing | Design |

~ I agree to assist on at least one project annually for a secondary team.

~ I agree to sponsor, (or connect with 3 businesses in my network who could sponsor; and I will recruit at least 1 of these) for 2 or more downtown events or projects.

~ I agree to volunteer, and/or to recruit volunteers for a minimum of 2 events hosted by Portland Downtown.

~ If I am unable to meet one of the (~) select initiatives, another of these areas (~) may be substituted .

Board Member Print _____ Signature _____ Date _____

DDA Board Chair _____ DDA Director _____

This Agreement extends to (Date) _____