



## **PDBA Board of Directors Job Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist through active participation with the leadership and general promotion of the PDBA so as to support the organization's mission and needs.

**Mission statement:** The mission of the Pearl District Business Association is to promote the Pearl District as the premier destination for dining, shopping, art, and living. Our goal is to enhance the vitality of business by providing value to our members and to our community.

### **Major responsibilities:**

Members of the board share the following responsibilities while acting in the interest of the PDBA. Each member is expected to make recommendations based on his or her experience and vantage point in the community. Directors must own, manage or work for a business that is a current member or strategic partner of the PDBA.

- Be informed about the organization's mission, services, policies and programs.
- Lead or chair a committee for one area of responsibility within the organization and offer to take on special assignments as they arise.
- Attend all board meetings and committee meetings associated with area of responsibility.
- Attend at least four breakfast meetings, two special functions per year, and two PDBA social functions.
- Be an advocate for the PDBA by communicating about our mission and promoting our programs within the community.
- Assist with membership and sponsorship growth; recruit future board members.
- Keep the board informed on Developments in your field of expertise within the geographic boundaries of the Pearl District.
- Be alert to community concerns that can be addressed by the PDBA mission, objectives and programs.
- Assist the board in carrying out its fiduciary responsibilities – be familiar with the budget and aware of resources; review monthly financial statements.

**Length of term:**

Appointed by the board – two years

Elected by the membership – one year

**Meetings and time commitment:**

- The BOD meets once a month on the third Wednesday of the month, 11:00 AM – 1:00 PM, at Centrl Office.
- PDBA monthly membership breakfast meetings are held on the second Wednesdays of each month, 7:30 AM-9:00AM, at BridgePort BrewPub.
- For quarterly evening events and other special events see the most recent PDBA Calendar of Events.
- Board members are expected to put in 6-8 hours per month (at a minimum).

**Personal Characteristics:**

- Ability to listen, analyze, think clearly and creatively, work well with and collaborate with others.
- Willingness to be prepared for meetings, asks questions, take responsibility, follow through and evaluate oneself.
- Willingness to contribute personal and financial resources in accordance with circumstances.