

**Mission:** The mission of the Frankenmuth DDA is to provide for and to facilitate an environment attractive to business investment within the Downtown Development District.

**Position:** The DDA Board of Directors supports the work of the authority and provides leadership and strategic governance. Collectively, the Board of Directors assumes legal and philosophical responsibility for the DDA's activities. While day to day operations are led by the DDA Executive Director, the appropriate involvement of the Board is both critical and expected in order to review the board's budget and plans and to monitor and evaluate the DDA's effectiveness. The Board must represent the larger view of "why downtown district revitalization is crucial for the entire community."

**Time Commitment:** Board members should expect to spend two to three hours monthly reviewing the DDA agenda and participating in the regular meeting. If a member is assigned to participate in a sub-committee, additional time will be required. If a member is unable to attend the regular meeting, it is the obligation of the Board Member to communicate that to the Board Chair or designated staff person.

**Specific Board Member responsibilities include:**

- Setting policy, ensuring effective organizational planning and outcomes;
- Serving as a trusted advisor to the Executive Director, as he or she develops and implements the DDA's strategic plan;
- Working to provide adequate funding for DDA programs and projects, including the effective administration and use of the DDA's Tax Increment Finance Plan;
- Reviewing meeting agendas and supporting materials, prior to board and committee meetings;
- Working with the Executive Director and other board members to ensure that board resolutions are carried out as intended by the DDA;
- Adhering to legal and ethical standards and norms;
- Serving on committees or task forces and taking on special assignments to achieve DDA goals and objectives;
- Being informed of and meeting all legal and fiduciary responsibilities including approval of the DDA's annual budget and recommending approval of such to the City Council, approving annual audit reports and reviewing and monitoring of ongoing business decisions;
- Providing for an annual performance review of the Executive Director;
- Assisting the Executive Director and board chair in identifying and recruiting other board members; the Board should regularly review board composition to ensure appropriate representation of the district, board member expertise and commitment.
- Representing the DDA to stakeholders, property owners and elected officials; acting as an ambassador for the organization; and
- Ensuring the DDA's commitment to create programs and projects that achieve the goals and objectives of the DDA and reflect the core values of the development district and community the DDA serves.

**Board Terms/Participation**

The DDA's Board Members will serve four-year terms as appointed by the Mayor and approved by the City Council. Board members serve without compensation, but for those special expenses approved by the Board in order to conclude Board business.

- Board meetings are held monthly, on the second Thursday of each month, at 1:30 PM in the City Township Government Center Meeting Chambers. Committee meetings, if any, are held separately, with recommendations referred back to the board at large.
- The DDA is a municipal corporation, organized under PA 197 of 1975 (now PA 57 of 2018 as of 1/1/19) and enabled through local ordinance. As a public body, the board operates under the requirements of Michigan Open Meetings Act.
- In addition to approving member appointments, the City Council approves the Annual Budget of the DDA. While the DDA has independent authority as a municipal corporation to approve contracts and enter into agreements, the DDA asks approval for such actions by the City Council from time to time.
- The Board may by majority vote remove a member for continuous absences from regular meetings.
- The Board operates under regulations established by its bylaws. The fiscal year of the DDA is July 1 to June 30.

### **Qualifications**

The DDA board consists of 13 members including the Mayor (or Mayor's appointee.) Members are appointed by the Mayor with City Council approval. A qualified member of the Downtown Development Authority:

- Owns or manages a business or is a resident within the Downtown Development District. At least 7 members shall be persons having an interest in property within the district and one member shall be a resident.
- Is able to attend and participate in a majority of regularly scheduled board meetings.