

Mission: The Frankenmuth EDC facilitates economic opportunities to preserve and attract investment, fostering community sustainability and resiliency.

Position: The EDC Board of Directors provides leadership and strategic direction to achieve the mission of the EDC. The EDC provides advice and suggests direction and goals to the Frankenmuth City Council as they relate to economic development. While day to day operations are led by City Staff, the relationship between the Board and Staff is a partnership, and the appropriate involvement of the Board is both critical and expected.

Time Commitment: Board members should expect to spend two to three hours monthly reviewing the EDC 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.

Regular Meeting Date: Board meetings are held monthly, on the third 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.

Specific Board Member responsibilities include:

- Serving as trusted advisors to City Council regarding opportunities and issues in Economic Development;
- Serving as trusted advisors to City staff as they develop and implement the EDC's work plan;
- Ensuring effective organizational planning and outcomes;
- Working to provide for adequate funding for EDC-advised programs and projects;
- Reviewing meeting agendas and supporting materials prior to board and committee meetings;
- Partnering with Staff and other board members to ensure that board resolutions are carried out as intended by the EDC;
- Serving on committees or task forces and undertaking special assignments to achieve EDC goals and objectives;
- Being informed of and meeting all legal and fiduciary responsibilities of the EDC including approval of the annual budget and recommending approval of such to the City Council, approving annual audit reports and reviewing and monitoring of ongoing business decisions;
- Assisting Staff and the 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 EDC to the City Council, stakeholders, property owners and other elected officials; acting as an ambassador for the organization;
- Adhering to legal and ethical standards and norms; and
- Ensuring the EDC's commitment to create programs and projects that achieve the goals and objectives of the EDC and to reflect the core values of City of Frankenmuth.

Board Terms/Participation

EDC Board Members will serve three-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 conduct Board business.

- The EDC is a committee of the City Council. As a public body, the board operates under the requirements of Michigan Open Meetings Act and Michigan Freedom of Information Act. Some information shared at the Board meeting during conversations may be confidential or speculative in nature and as such good discretion is expected to be used. All documents of the board are available for public review.
- In addition to approving member appointments, the City Council approves the Annual Budget of the EDC. The EDC recommends financial commitments to the City Council for approval.
- The Board may by majority vote remove a member for continuous absences from regular meetings.
- The Board operates under regulations established by its bylaws.

Qualifications

- A qualified member of the EDC is able to attend and participate in a majority of regularly scheduled board meetings.
- Automatic appointments to the EDC include that of a City Council member, the Frankenmuth Township Supervisor and the President of the Chamber of Commerce.