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Charles Village Community Benefits District Management Authority Board Member Job Description

Purpose:

Clearly articulate what is expected of each member of the Charles Village Community Benefits District Management Authority (CVCBDMA) Board of Directors

The responsibilities of the CVCBDMA Board are:

- Ensure compliance with laws, policies, and regulations relating to the Management Authority.
- Ensure the mission and the mandate are carried out.
- Oversee programs.
- Conduct periodic long-term and short-term planning, with annual review of the implementation of those plans.
- Develop and adopt annual budget for use of Surtax funds and other funds and contributions.
- Orient and develop board members.
- Hire and evaluate the performance of the Executive Director (or Administrator).
- Establish policies for effective and transparent operation of the Management Authority and its Board.
- Address legal issues.
- Ensure compliance with the Memorandum of Understanding between the Charles Village Community Benefits District Management Authority and the Charles Village Community Foundation.
- Comply with CVCBDMA Bylaws.
- Hold the City of Baltimore accountable for compliance with Baseline Services Agreement.

The responsibilities of the CVCBDMA Board Members are:

- Represent the interests of the constituents throughout the Charles Village Community Benefits District.
- Promote the area designated as the Charles Village Community Benefits District.
- Provide information regarding CVCBDMA activities, policies, and other information relayed to Board members to the groups whom they represent – and bring information to the Board from their groups accordingly.
- Comply with bylaws and all policies relevant to the Management Authority, including conflict of interest, etc.
- Assist in recruitment of potential Board members.
- Be an active member of at least one committee.
- Attend and actively participate in at least seven (7) Board meetings annually.
- Participate in Board training. New members should participate in New Board Member orientation.
- Participate in annual Board planning and in the Annual meeting.
- Participate in the Spring and Fall Public Meetings held by the CVCBDMA.

Background:

- The Charles Village Community Benefits District Management Authority is not a non-profit organization, but a public entity led by the residents, property owners, business owners, and other stakeholders of the District, who are represented by the Board of Directors of the Management Authority.
- The standards that exist for operating a Board or governing body can be adapted from non-profit or local government practices as applicable.
- The fundamental and commonly accepted duties of directors are Duty of Care and Duty of Loyalty:
 - Duty of Care - to conscientiously and prudently perform their duties
 - Duty of Loyalty - to serve the interests of the constituents of the Charles Village Community Benefits District.

Approved June 14, 2005