



## **Board of Directors Member; Role Description and Expectations**

**Purpose:** To advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Fairmont Community Development Corporation (“FCDC”) so as to support the organization’s mission and needs.

**Mission:** Advance the growth and unique character of the Fairmount and Girard commercial corridors, support the business community across the Art Museum District, and partner with adjacent neighborhoods to create a safer, more accessible, connected and equitable community.

**Major responsibilities:** The board of directors has the principal responsibility for fulfillment of the organization's mission and the legal accountability for its operations. As a group they are in charge of:

1. Establishing a clear organizational mission;
2. Forming the strategic plan to accomplish the mission;
3. Ensuring activities and programming align with mission statement and FCDC Strategic Plan;
4. Overseeing and evaluating the plan's success;
5. Hiring a competent executive director and providing adequate supervision and support;
6. Ensuring financial solvency of the organization;
7. Interpreting and representing the community to the organization; and
8. Instituting a fair system of policies and procedures for human resource management.

**Length of term:** Three years, which may be renewed up to two consecutive terms, pending approval of the board. Executive Committee positions are yearly elections, with a maximum of two three-year terms.

### **Meetings and time commitment:**

- The board of directors meets on the second Tuesday of the month at 6:30pm; meetings are scheduled for 90 minutes. Meetings take place in-person when health and safety permit, with an option to join remotely.
- Committees of the board meet monthly, with some additional activity pending their respective agendas. Committees include those focused on Special Events, Real Estate, the Greater Art Museum Business Alliance (GAMBA), Communications, Development & Fundraising, Research & Planning as well as the Executive Committee, comprising the board officers.

### **Expectations of board members:**

- Attend and participate in meetings on a regular basis, and special events as available.
- Participate on a standing committee of the board, and serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by FCDC’s mission and programs.
- Help communicate and promote FCDC mission and programs to the community.
- Become familiar with FCDC finances, budget, and financial/resource needs.
- Financially support or fundraise for FCDC in a manner commensurate with one’s ability.
- Understand the policies and procedures of FCDC.