



**RESPONSIBILITIES OF THE DOWNTOWN GARNER ASSOCIATION  
BOARD OF DIRECTORS**

**BOARD DUTIES**

- Establish policies for the organization.
- Approve, review and monitor committee work plans and progress.
- Participate in sponsor development/fund-raising activities.
- Represent DGA goals and activities in the community.

**BOARD ATTENDANCE**

Any Director who is absent from four (4) meetings per fiscal year or three (3) consecutive meetings without giving prior notice to the Chairman or Executive Director for such absence may be automatically removed as a member of the Board of Directors.

**TIME COMMITMENT**

- Two year term or filling an unexpired term.
- Attend one board meeting per month.
- Attend at least one committee meeting per month.
- Attend a long-range, strategic goal planning retreat once a year.
- Attend Town Council meetings & NC Main Street conferences to represent DGA as required.
- Perform task assignments as required.
- Volunteer a minimum of eight (8) hours per year at DGA sponsored special events.
- Officers attend Executive Committee meetings as required.

**SERVING ON A COMMITTEE**

All Board members are expected to serve on one DGA Economic Strategy committee. This allows you, as a Board member, to understand the needs and issues of that committee and the organization as a whole. Officers serve on the Executive Committee but may serve on another committee if they wish.

As a Board Member, I agree to undertake the responsibilities outlined above. I understand my role and acknowledge the importance of the Downtown Garner Association in our community. If, for any extended period in my term, time should prohibit me from carrying out my duties as an active Board Member, I shall, inform the Board Chairman and ask to be relieved of my position.

\_\_\_\_\_  
Board Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Date



## **ELECTION OF NEW MEMBERS TO THE DGA BOARD OF DIRECTORS**

### **ABOUT THE DOWNTOWN GARNER ASSOCIATION**

*To lead development of Historic Downtown Garner as a vibrant business, entertainment and cultural center through public-private partnerships.*

*Historic Downtown Garner connects our small town roots with our future as a growing crossroads of cultural arts, recreation, and creative entrepreneurship in the community. Through private development, public investment, and historic preservation, we're expanding our downtown to become the destination for local flavor and flair in Garner.*

### **BOARD CANDIDATE TRIAL PERIOD**

Attend at least three (3) monthly board meetings.

Join a committee and attend at least three (3) monthly meetings.

Review DGA Bylaws, Annual Plan of Work, and Main Street Approach with Executive Director.

Review DGA Board Responsibilities agreement with Board Chair & Executive Director.

Express interest in formal election to the DGA Board of Directors.

### **ELECTION OF NEW DIRECTORS**

A nominating committee consisting of the Chairman, the Executive Director and at least one additional board member shall convene to review and approve a list of board candidates by majority rule. The list will be forwarded to the current Board of Directors for appointment by majority vote at a regularly called meeting when a quorum is present.

### **SERVING AS A NEW DIRECTOR OF THE BOARD**

New Directors of the Board are required to attend the North Carolina Main Street Center Orientation, held monthly in Raleigh, within six (6) months of their election.

New board members are highly encouraged to attend the North Carolina Main Street Conference, held in March, during their first year on the board. Conference fees, lodging, meals and travel will be paid by DGA.

New board members may serve the first year of their term in a trial capacity. If they elect, they may meet with the Board Chairman and Executive Director at the halfway point of their term to discuss fulfillment of the second year of their term.