



## **Kokomo Downtown Association Advisory Council**

### ***Role & Responsibilities***

#### **Purpose**

The overall purpose of the **Kokomo Downtown Association** Advisory Council (*Council*) is to assist the board of directors and staff of the Greater Kokomo Economic Development Alliance (*Alliance*) in economic development programming elements related to **preserving, revitalizing, and beautifying downtown Kokomo from Apperson Way on the east, to Washington Street on the West, to Jefferson Street on the north, and Superior Street on the south.**

The Council is a key component in ensuring meaningful and collaborative impact on the economic development needs and strategies of our community and the overarching goals of the Alliance.

#### **Membership Composition**

Council Members will be representative of the various sectors and geographic areas involved in the community, with an emphasis **on interest in the Association's mission.** Members must be sincerely interested in the success of the Alliance and possess knowledge and skill sets that advance the economic development goals and objectives.

The number of members of the Council shall be no more than 25. The Chief Executive Officer and at least one board member of the Alliance shall serve as members of the Council. If there is not a board member of the Alliance on the Council, then the Council Chair, or the Council's designated representative, shall be invited to attend all regular meetings of the Alliance Board of Directors. The Chief Executive Officer shall appoint an Alliance staff person (*Staff Representative*) as a Council Member to provide direct Council support.

Council Officers shall consist of a Chair, Vice-Chair, Secretary, and budget officer, if needed.

#### **Membership Selection**

During the initial year, members shall be appointed by the Alliance Board of Directors and, thereafter, members shall be approved by the Alliance Executive Committee based upon the recommended slate of candidates submitted by the Council.

#### **Term of Office**

A Council Member serves a three-year term. To enable new people to join, a member is typically elected to a maximum of two consecutive three-year terms but is eligible to serve successive terms after the second term at the discretion of the electing body. To ensure continuity in the Council's work, terms shall be staggered requiring that on the initial Council, one-third of the members will serve one-year terms, one third will serve two-year terms, and

one third will serve three-year terms. One-and two-year terms will not be counted in limiting consecutive group service to two three year terms.

### **Membership Separation**

Council Members may resign at any time, either by announcement of resignation at a Council meeting as recorded in the minutes, or by written correspondence addressed to the Staff Representative. Also, the removal of a member may be necessary if the member is inactive, does not attend meetings or significantly contribute to the accomplishment of the responsibilities of the Council.

Council Members may be removed by a majority vote of the Council or at the discretion of the Council Chair, in consultation with the Staff Representative. If a disagreement arises among the parties involved, a resolution will be provided by the Chief Executive Officer.

### **Member Responsibilities**

The primary function of the Council is to advise the Alliance Board of Directors and staff regarding the design, development, implementation, evaluation, maintenance, and continuous improvement of economic development programs and initiatives related to the above stated purpose. Specifically, Council Members will:

- Provide strategic direction and objective guidance regarding programs and initiatives.
- Evaluate the goals and objectives of programs and initiatives.
- Make recommendations regarding resources needed for successful implementation of programs and initiatives.
- Assist in promoting and publicizing program implementation.
- Assist in overcoming any barriers or obstacles that might prevent or minimize successful outcomes.
- Monitor and evaluate program(s) performance.
- Make recommendations for continuous improvement.

Regarding participation, each Council Member is expected to:

- Attend a minimum of 75% of meetings per year.
- Actively participate in the functioning and programming responsibilities of the Council.
- Provide candid and critical feedback.
- Be available for individual consultation to the Chief Executive Officer or other staff as needed.
- Occasionally accompany a director, officer, or staff of the Alliance in carrying out economic development activities.
- Write or sign letters endorsing funding proposals or other initiatives.

### **Officer Responsibilities**

A Chair, Vice-Chair, Secretary, and budget officer (if needed) shall be the officers of the Council. They will make up the Executive Committee of the Council. If the Council representative appointed to the Alliance Board of Directors is not an officer, then they too will serve on the

Council Executive Committee. In addition to the member responsibilities outlined above, Council Officers will also assume the following responsibilities.

Council Chair:

- Work with the Staff Representative to set the date, time and place of Council meetings.
- Work with the Staff Representative to set the meeting agendas.
- Appoint Ad-Hoc Committees or Task Forces as necessary and provide appropriate charges.
- Follow-up, in cooperation with Staff Representative, on all Council recommendations and reports.
- Preside at all Council meetings and represent the Council at other functions as requested.

Council Vice-Chair:

- Serve in the absence of the Council Chair.
- Assume the role of Council Chair in the following year, at which time a new Vice-Chair is chosen by the Council.

Secretary:

- Keep attendance and record proceeding of Council meetings.
- Distribute minutes to Council members for review.
- Send notices, in cooperation with Staff Representative, of meetings and copies of minutes to all Council members.

Budget Officer:

- Assist staff in annual budget development that aligns with Council initiatives.
- Present budget to Alliance Board of Directors for approval.
- Monitor budget performance relative to Council initiatives.

## **Council Meetings**

Councils shall meet in person at least **Monthly**. Contact and communication with Council Members may be maintained via e-mail, fax, phone, web collaboration site, or videoconference. During the development of new programs and other emerging economic development needs, the Council may meet more frequently.

A quorum shall consist of at least 50% of the membership.

All meetings of the Council shall be recorded in official minutes. The minutes will include:

- Identification of Council members, both present and absent.
- Names and affiliation of others present at the meeting.
- Evidence that Council Members have taken an active role in making decisions relative to the purpose and program responsibilities outlined above.
- Signature of Council Secretary