



## Board of Directors Responsibilities and Duties

### Board Duties:

- Establish policies for the organization
- Develop and manage the work of committees and/or project teams in consultation with the Downtown Manager
- Participate in fundraising activities
- Represent the Burlington Downtown Corporation's goals and activities within the community

### Board Attendance:

- Any director who is absent from three consecutive regular meetings without just cause or without giving prior notice to the President for such absence, may be removed as a member of the Board of Directors by a vote of the majority of the Directors.

### Time Commitment:

- Three-year term
- Attend one-hour board meeting every month (these are held the first (1st) Thursday of the month at 12 noon).
- Attend committee/project team meetings as deemed necessary by the board of directors
- Attend special events, community meetings, fundraising efforts, etc.
- Officers attend Executive Committee meetings as required
- Volunteer ~32 hours annually to work on BDC projects

### Serving on a Committee:

All board members are expected to serve on a committee and/or subcommittee under one of the four points – which are: Organization (Exec. Committee), Design, Promotion, and Economic Vitality. By serving on a committee, this allows you, as a board member, to understand the needs and issues of that particular committee and the organization as a whole. Officers are expected to serve on the Executive Committee, but officers may serve on other committees or ad hoc committees 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 Burlington Downtown Corporation to 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 President and ask to be relieved of my position.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date