

JOB DESCRIPTION

FOR THE BOARD OF DIRECTORS OF THE FORTUNA BUSINESS IMPROVEMENT DISTRICT

The Board of Directors is responsible for all activities of the Fortuna Business Improvement District. The Board of Directors is solely responsible for determining policy, approving the annual budget and determining the goals and objectives of the Corporation and its work programs.

JOB REQUIREMENTS:

Each Director should have or provide:

- * A demonstrated interest in the Corporation's purposes and its goals;
- * Specific experience in and/or knowledge of administration, finance, program development, advertising, public relations, business activity, communications, design, or economic development;
- * 4-10 hours per month of available time to spend on corporate activities.

MAJOR RESPONSIBILITIES:

The Directors are jointly responsible for:

Policy Administration:

- * Establishing and/or continuing the legal existence of the Corporation.
- * Ensuring that the Corporation fulfills legal requirements in the conduct of its business and affairs;
- * Adopting and administering by-laws;
- * Adopting policies which determine the purpose, governing principles, functions and activities, and courses of the action of the Corporation;
- * Assuming responsibility for internal policies governing the corporation;
- * Developing an annual work plan of goals, objectives and activities for the Corporation.

Approving and monitoring the Corporation's finances;
Ensuring that sufficient funds are available to the Corporation to meet its objectives;

- * Participating in fund raising activities.
- * Authorizing and approving an annual audit;
- * Assuming responsibility for all expenditures necessary for the operation of the Corporation (other than those responsibilities delegated by the Board of Directors).

Public Relations:

- * Understanding and interpreting the Corporation's work to the community.
- * Relating the services of the Corporation to the work of the other organizations and agencies.
- * Giving sponsorship and prestige to the corporation and inspiring confidence in its activities.
- * Serving as an advocate of economic development.

Evaluation:

- * Regularly reviewing and evaluating the Corporation's operations and maintaining standards of performance.
- * Monitoring the Corporations activities, including review of committee reports, confirmation, modification, or rejection of proposals.
- * Counseling and providing good judgement on plans of Committees.
- * Preparing and presenting an annual report to the Fortuna City Council on the activities of the District in the previous and upcoming year.