

## EDC Volunteer Board Member Job Description

TITLE: Member, \_\_\_\_\_ Board of Directors

REPORTS TO: Board President, \_\_\_\_\_ Economic Development Corporation

ROLE: Serves as a voting member of the board of directors of the \_\_\_\_\_ Economic Development Corporation (EDC), developing policies, procedures and regulations, monitoring financial performance and the \_\_\_\_\_ EDC's economic development programs.

TERM: Terms shall be for three years with members eligible to serve two consecutive terms.

### TIME EXPECTATIONS:

- Attend all meetings of the board, called at the discretion of the President or Secretary when necessary actions must be taken. Meetings normally are held on the \_\_\_\_\_ day of each month at \_\_\_\_\_.
- If appointed, serve on special committees named by the President.
- Attend scheduled economic development retreats, planning sessions, workshops or other schedule activities
- Attend, support and participate in any other special activities in which the Board has a significant role
- Serve as a representative of the \_\_\_\_\_ EDC at the site visits by economic development prospects when called on to do so

### OBLIGATIONS:

- Fully understand and support the purpose and goals of the \_\_\_\_\_ EDC
- Discharge the duties of a director as outlined in the bylaws of the \_\_\_\_\_ EDC
- Participate in the establishment of policies for \_\_\_\_\_ EDC
- Monitor the \_\_\_\_\_ EDC's financial performance
- Help develop and monitor short- and long-range planning and goals.
- Represent the \_\_\_\_\_ EDC to the public and private sector, where needed, and serve as an advocate for the organization
- Bring personal/professional expertise – and that of others – to support the organization