



**DOWNTOWN SCHENECTADY
IMPROVEMENT CORPORATION**
BUILDING OUR FUTURE BLOCK BY BLOCK

Basic Board Member Responsibilities

DETERMINE AND PERIODICALLY REVIEW THE DSIC'S MISSION

The DSIC mission should articulate the organization's goals, means and primary constituents. Each individual board member should fully understand and support it.

SELECT THE EXECUTIVE DIRECTOR

Board members must reach consensus on the executive director's job description and undertake a careful search process to find the most qualified individual for the position.

SUPPORT THE EXECUTIVE DIRECTOR AND ASSESS HIS OR HER PERFORMANCE

Ensure that the DSIC executive director has the moral and professional support he or she needs to further the goals of the organization. A periodic evaluation of the executive director's performance should be conducted by the board.

ENSURE ADEQUATE RESOURCES

One of the board's foremost responsibilities is to make sure the DSIC has adequate resources to fulfill its mission, both financially and operationally.

MANAGE RESOURCES EFFECTIVELY

The DSIC board, in order to remain accountable to its stakeholders, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring the proper financial controls are in place.

DETERMINE, MONITOR & STRENGTHEN THE DSIC'S PROGRAMS AND SERVICES

The board's role in this area is to determine which programs are most consistent with the DSIC's mission and to monitor their effectiveness.

ENSURE EFFECTIVE ORGANIZATIONAL PLANNING

As stewards of the DSIC, the board must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.

ENSURE LEGAL AND ETHICAL INTEGRITY AND ACCOUNTABILITY

The DSIC board is ultimately responsible for ensuring adherence to legal standards and ethical norms. The board must establish pertinent personnel policies and adhere to provisions of the DSIC's bylaws and articles of incorporation.

ENHANCE THE DSIC'S PUBLIC IMAGE

Board members should promote the mission, vision, goals and accomplishments of the DSIC and represent the organization positively to stakeholders, the media and the general public.

RECRUIT AND ORIENT NEW BOARD MEMBERS

Board members must make known their needs in term of experience, skills and other considerations that define a balanced board composition. They must also determine pre-requisites for new board members and orient them to their responsibilities and the organization's history, needs and challenges.

Individual Board Member Responsibilities

Required Responsibilities

- Attendance at Board Meetings –Section 8, Item B of the DSIC Bylaws states:
 - Board members shall attend all regular and special meetings of the Board unless excused in advance. Any member, who shall fail to attend more than three (3) scheduled meetings of the Board within any consecutive twelve (12) month period, without having been excused, shall be subject to removal as a member of the Board.
 - In order to assure the active participation of all members, any member who shall miss six (6) or more meetings within any consecutive twelve (12) month period, with or without having been excused, shall be subject to removal.
- Review agenda and supporting materials before meetings and minutes after meetings.
- Be knowledgeable about the DSIC’s mission, services, policies and programs.
- Assist with fiduciary responsibilities.
- Represent fairly and reasonably the interests of all property owners and businesses served by the DSIC and not favor special interests.
- Not use my service on this board solely and exclusively for my own personal advantage or for the advantage of my business.
- Disclose conflicts of interest between my private interests and my position on the DSIC Board and abstain from voting whenever appropriate.
- Keep confidential information, discussions and deliberations of the DSIC strictly confidential.
- Treat all DSIC Board members, staff and stakeholders with respect.
- Direct any special requests of the staff through the Executive Director.
- Not speak publicly on behalf of the DSIC; only the Executive Director, President of the Board or their assigns are authorized to do so.

Requested Responsibilities

- Participate in at least one DSIC volunteer committee and serve on special projects as needed.
- Attend DSIC events and activities, i.e. the Annual Meeting, Building Block Party and General Membership Meetings.
- Become familiar with similar organizations and their activities.

I have read, understand and agree to the above responsibilities:

Board Member Name: _____

Board Member Signature: _____

Date: _____