



## MISSION DOWNTOWN Business Association

**The Mission Downtown Business Association (DBA) will be holding an Annual General Meeting on Wednesday, July 3rd, 2024, 6pm – 8pm to elect a new Board of Directors.**

The DBA Board of Directors is comprised of 12 members which shall include the President, Vice President, Treasurer and nine Directors. Immediate Past President may stay on the board for a one (1) year term as one of the Directors in a non-voting capacity.

The President, Vice President and Treasurer are elected for one (1) year terms, with the expectation that a successive one-year term may be served. Director positions are a two (2) year commitment with an opportunity to move into the Executive after one year.

The DBA Board is governed by Robert's Rules and sets the policy and direction of the DBA. Director's requirements are set out in the Volunteer Job Description (*attached*) in the Director's Handbook.

### **GOVERNANCE:**

Under the Carver Governance Model that the DBA has adopted, a Director's work is governance and policy. It is incumbent upon those seeking nomination to Board positions to understand the basic underlying principles of this system.

### **DIRECTOR POSITIONS:**

DBA Bylaws require nominees to be a DBA Member in good standing, able to attend no less than eight [8] meetings within twelve [12] months from Annual General Meeting.

DBA Bylaws also require nominees to allow sufficient time and energy to participate in DBA business. Directors are required to sit on at least one DBA Committee.

The DBA maintains insurance to indemnify Directors against personal liability incurred by their own negligent act or omission or the acts or omissions of employees of the Organization. Insurance coverage for Directors extends to personal liabilities of Directors of Officers for wrongful acts and expenses incurred in defending actions.

If you would like to nominate someone for any of the above positions (or volunteer yourself), please complete the nomination form below. **Deadline is Friday, April 19, 2024.**

Return the completed nomination form to email [info@downtownmission.ca](mailto:info@downtownmission.ca) **OR** mail to:  
Mission Downtown Business Association at Suite A-7311 James Street, Mission, 2V 3V5



@missiondowntownbia



[info@downtownmission.ca](mailto:info@downtownmission.ca)



[www.downtownmission.ca](http://www.downtownmission.ca)



604-826-7311



# MISSION DOWNTOWN

Business Association

Name of Nominee: \_\_\_\_\_

Nominee Company: \_\_\_\_\_

Nominations can be made by any member in good standing with the DBA.

I, the undersigned, a member in good standing with the Mission Downtown Business Association, do hereby nominate the above listed nominee for election to the Board of Directors.

NOMINATED BY: \_\_\_\_\_

Company: \_\_\_\_\_

**OR**

Name of Nominee: \_\_\_\_\_

Nominee Company: \_\_\_\_\_

I, the nominee, a member in good standing, will allow my name to stand for nomination, and if elected, would be willing to actively participate in the events sponsored by the Mission Downtown Business Association that will include monthly Board meetings, actively chair committees as required, attend monthly Luncheon meetings deemed necessary for the promotion of DBA events and community affairs.

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

SIGNATURE OF NOMINEE: \_\_\_\_\_



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NOMINATION FORM		
<b>Applicant Information:</b>		
Name:		
Email:	Phone:	
Business Name:		
Business Address:		
Position (Owner or Tenant):		
Home Address:		
City:	Province:	Postal Code:
<b>Tell us about you:</b>		
Work History:		
Current DBA Participation:		
Community Activities:		
Other Memberships, Achievements, etc.		
Other details you would like to share:		



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PLEASE RATE YOUR SKILLS FROM 1 to 5 (1 being not as strong, 5 being strong)		
SKILL	1 – 5	COMMENTS
Accounting & Finance		
Legal Experience		
Advocacy Experience		
Public Relations Experience		
Marketing/ Communication		
Governance Experience		
Small/ Med Business Experience		
Large Industry Experience		
Community/ Public Events Experience		
Visionary		
Critical Thinker		
Innovative Thinker		
Strategic Thinker		
Conflict Resolution		
OTHER - LIST BELOW		



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## MISSION DOWNTOWN Business Association

### Director Job Description

Responsible To: The Board of Directors

Objective of Job: The Board of Directors serves as the elected policy body of the Downtown Business Association. It is responsible for approving the annual programs of work and the supporting budget, receiving and acting on committee reports and recommendations, and for directing the general activities of the organization. It is further responsible for assuring that policy determinations, once made, are acted upon. The Board shall further be responsible for reviewing the monthly and annual financial reports presented by the Treasurer, and for providing the Executive Director with guidance on how best to ensure satisfactory execution of the strategic plan of the organization.

### Job Activities:

1. The Board shall, annually, review the strategic plan to guide the DBA in the ensuing year.
2. Determine if new programs should be undertaken as the DBA year progresses, and whether existing program goals are being satisfactorily accomplished in order to meet the basic objectives of the DBA.
3. Assist the President in assuring that a viable program exists to bring to the attention of the membership and the general public continuing information about the DBA's accomplishments in the community, and its progress toward the goals identified in the strategic plan.
4. Approve the execution of deeds, contracts and other instruments affecting the operation of the DBA, and its properties prior to formal signing by the President and/or Executive Director.
5. Participate in an annual review of existing policies and rules of procedure and take such action as it deems appropriate to assure a continuing reflection of current DBA attitudes on key issues and optimization of the DBA's efficient operation.
6. Monitor the ways and means by which budget requirements are met and conduct a continuing check of the progress being made toward program goals to ensure that committees are operating within established budgetary framework, and with the assets of the organization.
7. Assess continuing ways and means of increasing operation revenue of the organization in order to ensure balanced budgeting.
8. Participate actively in the business of the board and to make a positive contribution to providing visionary leadership and direction to the DBA, all the while, ensuring that it fulfills its obligations to its stakeholders as well as its legal and regulatory requirements.
9. Exercise the care, diligence and skill of a reasonably prudent person under comparable circumstances.



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10. Ensure compliance with relevant acts, regulations, articles, bylaws and board policies.
11. Stay informed on matters relevant to governing the DBA.
12. Participate actively and constructively in the discussions of the board.
13. Follow the guidelines or rules agreed on by the board regarding how it will govern and conduct itself.
14. Be faithful to the DBA's mission and not represent the interests of special groups or individuals over the interests of the DBA.
15. Are unable to speak or act as an individual on behalf of the board unless authorized to do so.
16. Never use information gained through his/her position for personal gain.
17. Come to meetings having read the relevant material in your board package and be prepared to discuss what is on the agenda.
18. Unable to become involved in the management and operations of the DBA other than through board policy or direction. Any concerns about any aspect of the organization's operation are directed to the President and request that he/she put the matter on the board agenda or if there is sufficient interest among board members convene a meeting to discuss the matter.
19. Make a concerted effort to attend all board meetings and to notify the inability to attend any board meeting.
20. Make a commitment to participate actively in various committees and committee work including participation in the committee annual evaluation and planning efforts.
21. Participate in fundraising campaigns for the DBA.
22. Be informed of the proceedings, decisions, and proposed actions decided upon at missed board meetings within a week of the meeting.
23. Express any contrary opinions or views held on matters under discussion or consideration by the board. However, once the board has made a decision or taken an action on the matter, it is not constructive or helpful to the board if the item be inappropriate, continue to attempt to be raised or discuss the matter at other times during the meeting or to continue to bring it up at every meeting.



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## **MISSION DOWNTOWN**

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### **Job Qualifications:**

Act honestly, in good faith and in the best interests of those who the organization is there to serve. Maintaining not only a high ethical practice in his/her professional life, but also the appearance of such standards.

### **Commitment:**

Monthly Board meetings, Annual General meeting, DBA events, participation in one Committee, Board Governance Training and other meetings as required.

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