

## AABID Board Director Expectations – Statement of Commitment

**Mission:** Representing over 300 businesses in Brooklyn’s vibrant Brooklyn Heights, Boerum Hill and Cobble Hill neighborhoods, the Atlantic Avenue Business Improvement District (AABID) is dedicated to promoting the Avenue’s long-term economic development thereby creating a thriving boulevard that attracts both residents and visitors to its vast array of services, shops and dining, while preserving the Avenue’s rich history and diverse character.

The AABID is dependent on the active and regular participation of all Board Directors. As a grass-roots organization, Board Directors are expected to roll up their sleeves and pound the pavement on behalf of AABID programs and initiatives. The minimum member term is two years with the expectation that each Board Director will contribute on a regular basis to board duties. This means not only during board and committee meetings but also between them as requested.

Below are more specific guidelines to help all members plan for their commitment and active participation:

– Regularly attend and participate in all board meetings, usually four to six per year. This includes reviewing of materials, including minutes, in advance of scheduled meetings and following-up on meeting action items.

– It is absolutely imperative to attend board meetings or provide a representative in your stead. Please note the following excerpt from our By-Laws, section 4.6: “Any Class A, B, C, or E Director may be removed at any time with or without cause by the vote of the class of members which elected such Director. For the avoidance of doubt, where a Director fails to attend three (3) meetings of the Board in one fiscal year, and failed to have a representative attend in his or her stead, such failure to attend shall constitute cause for the purposes of this Section 4.6.”

– Be a member of one or more of the following committees:

**Finance:** Chaired by Treasurer: meets quarterly to review the BID’s spending

**Audit:** Chaired by the Vice Chair: meets twice per year – once in the early/mid Fall to hire the auditor and set parameters of the audit and once in the late Fall to meet with the auditor to approve the audit

**Nominating:** meets as needed, prior to annual member meeting to recruit and prepare the slate for new board members, committee chairs, and executive committee members, prepare annual meeting

**Marketing** (includes Special Events, Publications): meets weekly in weeks leading up to events or the release of publications (shopping guide, banners) and episodically otherwise.

**Sanitation:** meets annually to evaluate sanitation services and helps supervise sanitation work on an on-going basis

**Streetscape:** Reviews BID services with regard to streetscape installations such as: historic lights, tree guards, tree pit care, and other sidewalk amenities

**Policy Committee:** Meets as needed to respond to new policy challenges for our district or small businesses and also responds to real estate developments on or near BID area

**Executive** (Chair, Vice Chair, Treasurer, Secretary) – Chaired by Board Chair

Other committees that arise—Other committees may be formed to deal with new or time-specific issues.

– During the course of a two-year board commitment to chair at least one committee. A committee chair is responsible for the overall leadership of the committee, including but not limited to:

Calendar and notification of meetings to Committee members; Preparation and distribution of meeting agenda and minutes; Coordination with relevant outside vendors, when applicable; Overall leadership

Name \_\_\_\_\_

Signature and date \_\_\_\_\_