

AABID Board Director Expectations Statement of Commitment

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 a minimum of one hour a week, or 50 hours a year, to board duties.

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 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) consecutive meetings of the Board, and was not excused from such meetings 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:
 - o Architecture and Preservation: meets on an as-needed basis with property owners, architects, and developers to encourage the historic character of the avenue by preserving older buildings and making sure new buildings are contextual
 - o Shopping Guide: meets twice per year to develop the content of the shopping guide and comment on its design
 - o Finance – Chaired by Treasurer: meets quarterly to review the BID's books
 - o 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
 - o Nominating: meets as needed, once every two years to recruit new board members, committee chairs, and executive committee members
 - o Vacancy Reduction: meets monthly to review strategies to reduce the vacancy rate by recruiting high quality entrepreneurs who will contribute to the vitality of Atlantic Avenue
 - o Special Events + Marketing: meets weekly in weeks leading up to June and December events
 - o BID Challenge Grant: meets often - at least every two weeks - to manage the BID Challenge Grant

- Sanitation: meets annually to evaluate sanitation services and helps supervise sanitation work on an on-going basis
- Block Captains: keep your block engaged in all BID activities, particularly with regard to events
- Executive (Chair, Vice Chair, Treasurer, Secretary) - Chaired by Board Chair
- 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:
 - Calendaring and notification of meetings to Committee members
 - Preparation and distribution of meeting agenda and minutes
 - Coordination with relevant outside vendors, when applicable

If you are interested in learning more, please contact Elizabeth Crowell, 917-334-0983 or elizabethgcrowell@gmail.com