

BOARD MEMBER AGREEMENT

CITY OF PORTLAND DOWNTOWN DEVELOPMENT AUTHORITY



DDA Board of Directors

The Portland Downtown Development Authority (DDA) Board of Directors is responsible for guiding the strategic direction and daily operations of the organization. Board Members play a key role in the development and implementation of projects and programs, as well as in overseeing the management of the DDA's annual budget.

Each Board Member also contributes to the DDA's core work program, which focuses on executing priority initiatives aligned with the organization's annual goals. These initiatives support the DDA's four strategic pillars: Business Enhancement, Design, Organization/Finance, and Promotions/Marketing.

The majority of Board Members are volunteers who either own or manage businesses, own property, or reside within the DDA District. All members are appointed by the Mayor of the City of Portland and confirmed by the Portland City Council.

The DDA Board meets on the fourth Monday of each month at 6:00 p.m. in the City Hall Council Chambers, located at 259 Kent Street. Meetings are open to the public. To view current agendas and meeting minutes, please [link here](#). Any changes to the scheduled meetings will be posted at least 18 hours in advance on both the MiPortland (DDA) and City of Portland websites, as well as at City Hall.

Portland Downtown Development Authority (DDA) Board Member Commitment Statement

The Portland DDA Board is comprised of dedicated volunteers who bring diverse perspectives, talents, and experiences to the table. Together, we are an engaged and collaborative team committed to the continued improvement and vitality of Portland's Downtown. Through consistent involvement and shared responsibility, we drive meaningful progress for our community.

As a DDA Board Member, I agree to the following

Essential Commitments:

I will make every effort to attend all regularly scheduled Board meetings each year.

I understand my responsibilities of leadership and representation as presented in attachment A:

I will be an active participant in the Positively Portland program by leading or participating in at least three initiatives / projects annually.

I will support and advocate for the DDA by providing factual, constructive, and clarifying information when I believe the organization is being judged unfairly or held to unrealistic expectations. This commitment extends to public and private communications, including social media, emails, text messages, and personal conversations, while promoting accurate understanding of the DDA's role, responsibilities, and accomplishments.

Select Participation Areas (or) In addition to the essential commitments above, I agree to contribute meaningfully in the following ways:

I agree to volunteer for, or recruit volunteers to support, a minimum of two DDA-hosted events.

I agree to serve as a sponsor or connect with at least three businesses in my network who could sponsor a downtown event or project, and will secure at least one sponsor. *(Excluding the position of Mayor)*

Board Member Print _____ Signature _____ Date _____

DDA Board Chair _____ DDA Director _____

This Agreement extends to (Date) **June 30, 2027**

ATTACHMENT A

City of Portland Downtown Development Authority Board Member Agreement

DDA Board Member Leadership & Representation

I understand that service on the DDA Board carries both the privilege and responsibility of leadership. I will conduct myself with integrity, professionalism, and respect, recognizing that I may be viewed as a representative of the DDA both during and outside of official activities.

I will distinguish between my personal opinions and official DDA positions when communicating publicly, and I will help ensure accurate information is shared within the community by referring to Board-approved materials and official communications whenever possible.

I will actively participate in Board discussions, ask thoughtful questions, and respectfully share differing viewpoints. Once the Board reaches a decision, I will support the Board's collective direction and work toward the successful implementation of Board-approved projects, initiatives, and policies.

I will maintain confidentiality regarding sensitive Board discussions and information when required, and I will direct community questions or concerns to appropriate DDA leadership, staff, or official sources when necessary.

I will foster a culture of collaboration, trust, and constructive problem-solving by treating fellow Board Members, staff, volunteers, stakeholders, and community members with respect. I will focus on advancing the mission and long-term success of the DDA above personal interests or agendas.

I will serve as a positive ambassador (cheerleader) for the DDA, advocating for downtown vitality, supporting Board-approved initiatives, and helping protect and strengthen the organization's credibility and reputation within the community.