

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 Positively Portland Program, which focuses on bringing the community together around DDA 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.

Board Members are volunteers who either own or manage businesses, own property, or reside with a majority being DDA District Stakeholders. 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 visit the Downtown Development Authority page on the City website. 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, the DDA Facebook Page, 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 that while I may not always agree with every decision made by the Board, I am encouraged to respectfully share my opinions during discussion prior to a vote. I will listen with an open mind to the perspectives of others, and once a vote is taken, I will support the majority decision in order to move the mission of the DDA forward.

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

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 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.

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

Board Member Print _____

Signature _____

Date _____

DDA Board Chair _____

DDA Director _____

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