



Role of Board Members:

- Set policies and perform fiduciary duty to Downtown Oak Park (DTOP), acting in the best interest of furthering the mission of the organization.
- Help execute the mission of DTOP; this includes providing strategy and vision for the organization.
- Provide financial oversight of DTOP, including review and approval of DTOP's annual budget.
- Attend monthly board meetings. A quorum of board members is required for board action. In 2020, the DTOP board had 11 members, meaning that six members were required for a quorum. Further, board members can convey insights and guidance at board meetings to DTOP's Executive Director (ED) and staff.
- Attend annual meeting. The board conducts important business at this meeting, so each member's attendance is vital.
- Join a board committee. Committees include Governance, Finance, Parking, Merchant Advisory, and Retail Development.
- Attend key DTOP functions. (Once in-person DTOP-sponsored events like Thursday Night Out resume, it is expected that Board members will attend them periodically.)
- Serve as ambassadors for DTOP and its mission when in contact with other members of the DTOP community or of greater Oak Park.
- Recognize that the board provides a vision for "the ends" and the staff handles "the means."

Role of the Executive Committee

The executive committee is made up of the officers of the board. The committee's role includes:

- Reviewing the agenda for board meetings so as to best make use of the full board's time.
- Implement the will of the Board between board meetings and in emergency situations. The Executive Committee is not empowered to make decisions on behalf of the board without explicit agreement from the board except in emergencies.
- Act as advisors to the ED, on behalf of the board, providing counsel on executive decisions.
- Monitor and evaluate progress toward strategic goals and initiatives in between full board meetings and provide counsel to the ED regarding the same.
- Direct the process of selection, supervision, and evaluation of the ED. ED hiring and separation recommendations are subject to the board's approval.
- Act as the review committee for the ED, performing the annual review with input gathered from the entire board.
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Role of the President

- Lead the board. This includes setting goals and objectives for the board and ensuring those goals are met.
- Work with the ED to create the monthly meeting agenda; sees that this agenda is reviewed by the Executive Committee.
- Conduct board meetings.
- Along with ED, serves as spokesperson for DTOP.
- Provide oversight and support for the ED, including coordinating the ED's annual performance evaluation with the Executive Committee.
- Serve as contact point for board members on board issues.
- Convene the Executive Committee when appropriate.



Role of the Vice President

- Serve on the Executive Committee.
- Carry out special assignments as requested by the board president.
- Understand the responsibilities of the board president and perform these duties in the president's absence.
- Participate as a vital part of board leadership.

Role of the Secretary

- Serve on the Executive Committee.
- Keep and maintain accurate board records.
- Review the minutes of board meetings before their distribution to board members.
- Assume responsibilities of the president in the absence of the board president and vice president.

Role of the Treasurer

- Serve on the Executive Committee.
- Serve as chair of the board's Finance Committee.
- Work with the ED to ensure that appropriate and accurate financial reports are made available to the board on a timely basis.
- Present financial reports to the board at regular board meetings and answer any questions or concerns that may arise