

Dear EDC Applicant:

Thank you for your interest in becoming a Member of the Olmos Park Economic Development Corporation (“OPEDC”). Please make sure your contact information including your email address is listed on your resume. The City Manager will send you an email that includes the date and time your Board appointment will be placed on the City Council Agenda for consideration. Your attendance at this meeting is optional.

The OPEDC is a “Type B” corporation consisting of 7 members. Board members are appointed for a term of two years expiring December 31 of odd-number and even-number years respectively. The month before the end of your term, the City Manager will contact you to ask if you are interested in serving another 2 year term. If you are, your application will be sent to the City Council for approval. There are not term limits for the Board Members of the EDC. The EDC Board Members are appointed by Council and service at the pleasure of the Council. Any Board Member may be removed by the Council at any time without cause.

Monthly Meetings are held on the second Tuesday of Each Month and begin at 6:00pm. These meetings typically may last one (1) hour. You are also required to attend a “Workshop” in July or August, annually (dates to be determined by the Board) for budgetary and work planning purposes for the following year. This meeting is usually held on a Saturday and may last up to 3-4 hours. In addition, from time-to-time there may be a necessity to hold a “Special Meeting” to make a decision on an issue of importance. These meeting are rare. Your attendance at all of these meetings is very important. If you are unable to attend a meeting, it is your responsibility to inform the President and the City Manager. To receive an “excused absence” you must inform the President one month prior to the scheduled meeting. Three (3) consecutive absences will result in your removal from the Board.

The “current focus” of the OPEDC is to present a “striping plan” to the City Council for its approval. The OPEDC is a “working” Board. Each member will be expected to participate in various tasks that may be assigned to you which may include written research of an issue, preparing informational materials for the residents and/or business owners, “outside research” such as contacting “experts” to assist with project data or business owners for input on the Corridor project. In addition, because we are a “small” board of volunteers, most of whom have “full-time” jobs, your willingness to serve as an Officer of the EDC at some point during your term may be necessary. The “Roles and Responsibilities of EDC Officers” is attached for your information. If you have any questions or need further information, such as procedures for job duties, please contact the City Manager.

If you are selected to the Board, you will receive additional information from the City Manager after your appointment that you should familiarize yourself with such as the EDC Bylaws and, Annual Budget. You will also be required to sign a “Code of Ethics” Policy.

If you have any questions, or need additional information, please contact the President of the EDC. Thanks again for your interest in volunteering your time for your community.

EDC OFFICERS ROLES & RESPONSIBILITIES

PRESIDENT: a) Shall call both regular and special meetings of the Board of Directors; establishes meeting agenda and provides all “back-up documentation to the City Manager for distribution to the other Board Members; b) presides over all Board Meetings and is a “voting” member of the Board); c) Subject to approval by the Board and City Council, shall sign and execute all contracts in the name of the Corporation; d)has the authority to appoint committees to aid and assist the Board in its business undertaking or other matters incidental to the operation and functions of the Board; e)shall appear before the City Council on a periodic basis to give a report on the status of activities of the Corporation; f)shall appear before the City Council or be represented by a designee, regarding any item being considered by the City Council concerning the Corporation; g)complete training seminar required under Section 502.101; h) attend Monthly “CEO” communication meeting; i) shall be the “point of contact for all members when they are unable to attend a meeting

VICE-PRESIDENT: Shall exercise the powers of the President during that officer’s absence or inability to act. The Vice=President shall also perform other duties as from time to time may be assigned by the President or the Board. (CURRENTLY THE OPEDC DOES NOT HAVE A VICE-PRESIDENT. THIS IS AN “OPTIONAL” OFFICE APPOINTMENT.)

SECRETARY: a) Shall keep all minutes of transactions of the Board meetings and shall provide the City Manager with the typed transcribed minutes within 2 weeks following each Board meeting. (On a “trial basis” the City Secretary has agreed to type the minutes for \$25.00 an hour); b) Shall make sure all documents, papers and records of the Corporation are properly accountable and kept at the principal office of the EDC-City Hall; c) Shall be the alternate point of Contact for all Board Members for item placement on the agenda (The “President” is the “primary”); d) Shall be the alternate point of contact for all members when they are unable to attend a meeting.

TREASURER: Shall be the chief accounting and financial officer for the Corporation and shall have active control and shall be responsible for all matters pertaining to the accounts and finances of the Corporation, including but not limited to: balancing the checking account monthly, writing and signing checks. Shall verify all billing statements prior to issuing payment to any vendor and shall be the “primary” signer on the Corporation’s checking account. The Treasurer shall submit a detailed financial report at all quarterly meeting of the Board of Directors (prepared by Susan Wootton, the City and EDC’s CPA) and shall give a monthly report regarding receipts, disbursements and sales tax data. The City Manager is cross-trained to perform this function and shall perform this function if the Treasurer is unable to attend a meeting. It is the Treasurer’s responsibility to get all the information to the City Manager. Shall coordinate with the CPA (quarterly)/Auditor (Sept. 30th annually) all financial reporting and Annual Reporting required under Section 502.151 of the Act to the State Comptroller’s office (Due by Feb. 1st annually).