



INTERNATIONAL DOWNTOWN ASSOCIATION  
910 17TH STREET NW, SUITE 1050  
WASHINGTON, DC 20006  
202.393.6801 | DOWNTOWN.ORG

June 10, 2019

Dear IDA Member:

The International Downtown Association (IDA) is searching for engaged and talented professionals to serve on the IDA Board of Directors. Board members are leaders who are committed to IDA and its mission to connect diverse practitioners who transform cities into healthy and vibrant urban places. As a working board, members volunteer their time and resources for the benefit of IDA and its members. IDA strives to find a strong balance and diverse roster of board members that represent a wide range of geographies, staff sizes and leadership positions. Board members may represent organizations, both public and private, that have an interest in the economic health and vitality of downtowns and town centers. The Nominating Committee will consider the following general criteria in selection of a candidate for the board:

- Energetic, committed, intelligent individuals who will make a contribution to the board and to the association.
- Representatives of strong, effective organizations.
- Representatives of consulting firms, corporate entities, local government, or other groups that will help IDA build an organizational base in important cities where no effective downtown organization now exists.
- Representatives of real estate or corporate entities who understand and have been involved in place management organizations.

In order to serve on the IDA Board of Directors, an individual must be a member of IDA or affiliated with an IDA member organization, commit to participating in quarterly board meetings and a board retreat, actively participate in at least one committee and help generate new resources for IDA. We aim to have representative proportions of board members with regard to gender, age, race and geographic location. We are seeking leaders who will contribute their time, raise money, and/or bring to the board wisdom, good judgment, and experience.

New board members will begin serving a three-year term following the IDA Annual Conference and Tradeshow in Baltimore, and are eligible to serve two consecutive terms.

To nominate yourself and/or another individual to support us in these goals, please provide the information requested below and e-mail the completed form to Danielle Eugene at [danielle@downtown.org](mailto:danielle@downtown.org) no later than Friday, June 21<sup>st</sup>, 2019.

For your convenience, you will find the Expectations of an IDA Board Member attached. I encourage you to take a moment to read the list, and to retain it as a useful resource.

Thank you for participating in the International Downtown Association. Your membership is vital to the organization's ability to think globally and respond accordingly. I look forward to seeing you in Baltimore.

Respectfully,

Tami Door, Chair  
International Downtown Association, Board of Directors



## EXPECTATIONS OF AN IDA BOARD MEMBER

### Responsibilities of the IDA Board

Board members of the International Downtown Association (IDA) are leaders who are committed to IDA and its mission and volunteer their time and resources for the benefit of IDA and its members. The IDA Board of Directors is the steward of the IDA vision and the assets that secure and sustain IDA's well-being and growth. The affairs of IDA are vested in the Board of Directors which shall set policies, oversee finances, CEO performance and property and take all necessary and proper steps to carry out the purpose of the IDA and promote its best interest.

### Terms of IDA Board Member

A member of the IDA Board of Directors may be elected for up to two three-year consecutive terms. At the completion of the first term, a board member may be nominated for a second term if responsibilities and annual commitments are met.

### Annual Commitment

An IDA board member is expected to fulfill the following minimum commitments:

- Maintain an active IDA membership.
- Serve as a positive ambassador and external spokesperson for IDA in your region and within your affiliations.
- Attend a majority of board meetings each year. There are typically four board meetings per year, held quarterly. The third quarter board meeting is held on site at the annual conference. Additional board meetings can be called at the discretion of the Chair.
- Attend the board retreat.
- Attend the IDA annual conference/trade show and actively engage sponsors, new members and first-time attendees.
- Actively participate on at least one IDA committee or board-established working group.
- Write 6 letters to member prospects inviting them to join IDA with cc to IDA staff (new).
- Generate new resources for IDA by at least one of the following:
  - Recruit one new IDA member annually;
  - Identify and help secure a minimum of \$1,000 in new sponsorship revenues annually; or
  - Bring additional attendees to the IDA conference.



INTERNATIONAL DOWNTOWN ASSOCIATION  
910 17TH STREET NW, SUITE 1050  
WASHINGTON, DC 20006  
203.393.6801 | DOWNTOWN.ORG

IDA Board Nomination Form

Please provide the information requested below and e-mail the completed form to **Danielle Eugene at [danielle@downtown.org](mailto:danielle@downtown.org)** no later than **Friday, June 21nd, 2019**.

I nominate the following individual(s):

1.	_____		
	Name	Organization	Email Address
2.	_____		
	Name	Organization	Email Address
3.	_____		
	Name	Organization	Email Address

Submitted by:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Signature: \_\_\_\_\_