

ACTIVE BOARD MANDATE

Mission:

The Kamloops Central Business Improvement Association provides value to our members through advocacy, beautification, promotion, development and preservation of Downtown Kamloops.

Hereinafter all references to the KCBIA shall mean the Kamloops Central Business Improvement Association.

Ongoing Objectives of the KCBIA:

- To develop, encourage, and promote business in the KCBIA.
- To make studies of, and advance any project, plan or improvement designed to benefit the KCBIA.
- To cooperate with and aid any person, body, group, or association in projects designed to benefit the KCBIA.
- To develop advertising and promotion to encourage business and business development, and tourism and general marketing of our area.
- To encourage, support and facilitate entertainment, sports and cultural activities within the KCBIA for the purposes of furthering the economic, commercial and social welfare of the area.
- In affiliation with other business improvement are associations, to promote and carry out the purposes of the Society in matters of common concern and interest.
- To promote matters of common concern and interest to businesses and property owners in the KCBIA and to bring together businesses and property holders in the improvement area for fulfilling the purposes of the Society.
- To raise revenues in such manners as required carrying out the purposes of the Society.
- To assist with the development of a strategic plan for the social & business development of the City Centre.
- To monitor and assess the implementation and ongoing operation of the Association's programs.
- Where appropriate and necessary, recommend to any or all levels of government, the implementation of programs, which could supplement and support the initiatives of the KCBIA and the private sector.
- To monitor the financial affairs of the Association ensuring financial accountability to both public and private stakeholders

Authority and Responsibility of the KCBIA Active Board

General Responsibilities

- Responsible for the appointment of all Active, Associate and Honorary members to the KCBIA as established by the Constitution and By-laws
- Responsible for the establishment of Committees and their mandates as required from time to time. One of the appointed Active Members in good standing must be the Chairperson of any Committee.
- Responsible to assist staff in the ongoing development of all KCBIA programs and activities as required from time to time.
- Responsible that each board member, client, employee, applicant for employment, or any other such person has the right to have information about him/her kept strictly confidential.

Responsibilities to the Executive Committee

- Responsible to elect the Executive committee, made up of President, Vice- President, Secretary, Treasurer and a Directors at Large at its first Board meeting following the Executive Director.
- The President and/or Executive Director are the only spokespersons for KCBIA unless the President assigns a designate
- Responsible for establishing policy for the Executive Committee activities and in consideration of recommendations by the Executive Committee
- Responsible to empower the Executive to direct day-to-day management activities as set out by the authority of the KCBIA

Operational Guidelines for the Active Board

- A quorum must be present, consisting of six (6) Directors; of which two (2) must be designated property owners and two (2) must be designated as tenants to carry out the board's assigned activities
- The Active Board must keep minutes
- The Active Board must adhere to KCBIA bylaws
- The Active Board will meet once per month except where Board agrees to cancel meeting(s)
- The Active Board members must meet expectations including;
 - Attending Board of Directors meetings held the first Wednesday of each month, as scheduled.
 - A desire to be actively involved in the downtown community
 - Attend functions sponsored by the KCBIA from time to time.
 - Respond to emails from KCBIA staff regarding meetings and opinions on current issues.
 - Possibly sit on an advisory committee, task force or an existing community committee