

Downtown Chico Business Association

BOARD DIRECTOR ROLES & RESPONSIBILITIES



The Board of Directors of the Downtown Chico Business Association is the policy-making body of the Association. Each director is very important to the board and to the success of the Association and downtown. Each director has a role and responsibility to the organization and the downtown shareholders.

Composition, Terms, Meeting & Quorum

1. The Board shall consist of 15 to 21 Directors, with at least 9 representatives from current DCBA member businesses and up to 6 non-affiliated individuals.
2. Directors are elected to serve four-year terms.
3. Directors may serve a maximum of two consecutive four-year terms. A break of at least one year is required before reappointment after two consecutive terms.
4. Meeting Frequency
 - Monthly board meetings (unless otherwise notified and approved)
 - Special Meetings
 - Biennial general meeting of members (every even-numbered year).
 - Annual planning meeting
5. Quorum & Voting
 - Quorum: 51% of directors at any meeting may take action.
 - Decisions: Simple majority of those present.

Fiduciary Responsibilities

1. Ensure all assets are used prudently.
2. Ensuring all decisions are made in the best interests of the organization and help move closer to its mission.
3. Ensuring the organization abides by all laws and regulations, as well as its own bylaws.
4. Ensure fiduciary responsibility of the financial standing of the organization.

Operations Responsibilities

1. Provide and participate in strategic governance and oversight
2. Serve the organization's stewards, public and private
3. Manage budgets and assist with fundraising where feasible
4. Confirm/adjust Executive Committee, Financial Committee recommendations regarding personnel, budget and policies
5. Set strategic goals aligning with the mission
6. Direct strategic direction, initiatives and alliances
7. Measure goals and achievements.

2025 Budget Summary & Revenue Sources		
These revenue streams fund DCBA's operational functions, staffing, events, marketing, placemaking, and administrative responsibilities.		
Source of Revenue	% of Total Budget	Amount
Earned Revenue	40.4%	\$184,100
City of Chico Contributions	32.6%	\$140,800
Sponsorship & Donors	21.5%	\$ 98,100
Member Assessment	5.5%	\$ 25,000
Total Projected Budget		\$456,000

Director Responsibilities

1. Attend six (6) regular Board Meetings, one (1) Annual Meeting and Annual Board Retreat. (For absence policies please refer to DCBA By-Laws, Article 3, Section 4).
2. Attend Business Meet-Ups to meet with stakeholders.
3. Represent DCBA's policies, positions and activities in a positive manner, even when those actions may conflict with personal beliefs or positions.
4. Develop competencies as a member by reading and being prepared for board meetings, participate fully in periodic program assessments, and attend City Council meetings when advocacy on specific issues is needed.
5. Refrain from participating in or influencing board actions when a conflict of interest arises personally.
6. Raise any issues or disagreements that comes to light personally or from a downtown stakeholder, with the DCBA President or at an Executive Committee meeting, so action may be taken immediately to resolve any issues.
7. Endeavor to communicate with other stakeholders, respect their positions on issues, resolve conflict and work toward mutual gain.
8. Volunteer a minimum of 12 hours annually at events and/or on special projects and help to raise funds for events.

Purpose of Organization

Articles of Incorporation, statutory purposes "...set forth in Section 36000 of the Streets and Highways Code of the State of California, or one or more of said purposes which are as follows:

1. The acquisition, construction, or maintenance of parking facilities for the benefit of the area.
2. Decoration of any public place in the area.
3. Promotion of public events which are to take place on or in public places in the areas.
4. Furnishing of music in any public place in the area.
5. The general promotion of retail trade activities in the area."

Formation

DCBA is formed as a 501c4 organization per IRS guidelines (similar to a Homeowners Association). DCBA also has a 501c3 managed by the North Valley Community Foundation where members of the community may donate to DCBA and receive a tax benefit.

DCBA has a standing agreement with the City of Chico who originally formed DCBA in 1975 with downtown business leaders to manage the Downtown Business Improvement District formed under the California Streets & Highway Code 36000.

Mission

Improve, promote and enhance the experience, image, arts, culture, place and lifestyle in Chico's Downtown District.