

DOWNTOWN CHICO BUSINESS ASSOCIATION

Committee Roles & Responsibilities



Committees play a crucial role in the success of DCBA, particularly in producing events, implementing projects, and spearheading special initiatives for the betterment of Downtown.

There are two types of committees 1) Standing Committees, long-term and serve the Executive Committee and Board and 2) Advisory Committees.

DCBA may form committees and appoint committee chairs to assist in the planning, implementation and management of DCBA events, marketing or projects. The purpose of Committee Chairs is to engage shareholders and stakeholders in the betterment of Downtown.

Committees may be short-term or long-term determined by President and Executive Committee.

Responsibilities

Committee Chairs are advisors to projects, events and/or special initiatives to provide input guidance and support to the specific task benefiting Downtown.

Committees do not have authority to obligate DCBA to any vendors, purchases or disbursement of funds or resources. Committees and Committee Chairs may request budgets for projects which would include submitting program of work to the Treasurer, President, Executive Committee and/or General Manager.

The General Manager, and/or an appointed staff will participate in any committee meetings.

The Executive Committee would review and approve any budget requests not in an existing calendar year budget.

Standing Committees

- 1) **Finance Review Committee** – Overseen by the Treasurer; conducts monthly financial reviews and provides quarterly updates to the board.
- 2) **Human Resources Committee** – Headed by the Vice President; manages personnel matters and HR policy development.
- 3) **Fund Advisory Committee (501c3)** – Provides guidance and oversight for charitable contributions and grant funds aligned with DCBA's 501(c)(3) activities.

Advisory Committees – Committees established to guide initiatives aligned with DCBA’s mission and strategy, both long-term and short-term:

- 1) **Marketing Advisory Committee** – Assists in planning and reviewing marketing and promotional efforts.
- 2) **Placemaking-Building Improvement Advisory Committee** – Focuses on physical building improvements, marketing downtown to new businesses, filling space and other placemaking initiatives.
- 3) **Placemaking-Arts Advisory Committee** – Collaboration with arts organizations, city Arts Commission to expand cultural programming and public art in downtown.
- 4) **Historic Plaque Advisory Committee** - Maps and coordinates with property and business owners to install plaques highlighting the history of buildings and notable past businesses.
- 5) **Assessment Update Committee** – Oversees efforts to review and modernize the DBID assessment structure in collaboration with stakeholders.
- 6) **PBID Liaisons** – Maintains ongoing communication and alignment with PBID partners, sharing goals and updates. *Note: Cross over Directors PBID-DCBA*
- 7) **Advocacy Committee** – Supports policy development, public positions, and outreach to government and civic stakeholders. *Note: Has not been formed*
- 8) **Strategic Initiatives Committee** – Formed as needed such as Young Entrepreneur Program, Healthy Habits, or other time-bound initiatives.