

Downtown Chico Business Association OFFICERS & EXECUTIVE COMMITTEE ROLES & RESPONSIBILITIES



Executive Committee Composition

- President
- Vice President (two-1st VP, 2nd VP)
- Secretary
- Treasurer

Responsibilities

- Meet bi-monthly to review operations, finances, staffing, and urgent matters.
- Set agenda for board meetings.
- Supervise General Manager (or equivalent role).
- Oversee execution of all DCBA functions.
- Oversee the financial position of the organization with a Finance Committee.
- Oversee all contract obligations.
- Conduct annual review of DCBA policies and personnel (General Manager).
- Liaison with the City of Chico, PBID and other key partners.

1. President Role

The President serves as the chief executive officer of the Board and provides leadership to ensure the success of DCBA's mission and alignment with its Business Plan. Responsibilities include:

- **Leadership & Oversight:**
 - Preside over all Board and Executive Committee meetings.
 - Ensure effective governance practices and alignment with the organization's bylaws, articles of incorporation, and strategic goals.
 - Act as the primary spokesperson for the organization, representing DCBA in public forums and key partnerships (e.g., City of Chico, PBID, and Chico State).
- **Strategic Planning:**
 - Guide the implementation of the DCBA Business Plan and annual work plan, ensuring measurable outcomes in marketing, events, placemaking, and economic vitality.
 - Work closely with staff and Board to address critical issues like funding sustainability, downtown presence, and advocacy.
- **Oversight of Staff & Policies:**
 - Collaborate with the General Manager to oversee personnel matters, ensuring clear roles, responsibilities, and performance standards.
 - Ensure the **Employee Handbook** is regularly reviewed and updated to reflect changes in state labor laws.
- **Annual Filing Responsibilities:**

- Ensure the organization's timely compliance with nonprofit filings, including state and federal forms (e.g., IRS Form 990).
- Review and approve annual corporate filings, including the DCBA's annual economic development agreement with the City of Chico.

2. 1st Vice President

The 1st Vice President provides additional support to the President and 1st Vice President and focuses on specific projects or committees. Responsibilities include:

- **Leadership Support:**
 - Serve as Acting President in the absence of both the President.
 - Participates in strategic planning discussions and contributes to solutions for critical organizational issues.
- **Event Management:**
 - Work closely with the General Manager on existing events and develop **new, vibrant, and fresh events** each year, as needed.
 - Ensure certain events are well-executed, align with DCBA's goals, and drive community engagement.
- **Community Safety Liaison:**
 - Serves with President as the **Clean and Safe Liaison** with the Chico Police Department, ensuring collaboration on safety initiatives and addressing issues such as vandalism and cleanliness.
- **Fundraising Assistance:** *(See section below for clarity)*

3. 2nd Vice President

The 2nd Vice President acts as the secondary leader and supports the President in executing duties while preparing to assume the President's role. Responsibilities include:

- **Supportive Leadership:**
 - Serve as Acting President in the President's absence.
 - Assist in the coordination and oversight of Board activities and committees.
- **Personnel Oversight:**
 - Oversees personnel and HR matters.
 - Leads annual evaluation of Executive Director or staff manager.
 - Contribute to the development and implementation of workplace policies and practices, ensuring alignment with organizational goals.
 - Ensures compliance with DCBA personnel policies and handbook.
 - Partner with the President and General Manager on personnel matters and staffing needs.
 - May appoint an additional person to support this role and responsibility.
- **Committee Liaison:**
 - Provide leadership to key committees, ensuring alignment with organizational goals.
 - Lead special initiatives, such as rebranding campaigns or strengthening relationships with key stakeholders like CSU.
- **Board Development:**

- Facilitate Board member training and engagement in DCBA's initiatives.
- Help identify and recruit new Board members and community volunteers.

4. Secretary

The Secretary is responsible for maintaining accurate records and ensuring proper governance documentation. Responsibilities include:

- **Recordkeeping:**
 - Ensure noticing of all Board and special meetings of the Board.
 - Prepare and maintain minutes of all Board & Executive Committee meetings, ensuring accuracy and timely distribution to members.
 - Safeguard official documents, including the bylaws, Articles of Incorporation, meeting records, and Board resolutions.
- **Compliance:**
 - Oversee the preparation and submission of required annual nonprofit filings with the Secretary of State of California.
 - Oversees the bi-annual board candidate recruitment and voting and certificates the elections.
 - Maintain a calendar of critical filing deadlines and ensure compliance with DCBA's reporting requirements to the City of Chico.
- **Communication:**
 - Act as a liaison between Board members, ensuring proper dissemination of information and organizational updates.

5. Treasurer

The Treasurer oversees DCBA's financial integrity and ensures alignment with nonprofit financial management best practices. Responsibilities include:

- **Financial Oversight:**
 - Review and monitor the organization's financial statements, budgets, and cash flow.
 - Ensure proper bookkeeping and accounting practices are maintained, including reconciliation of bank accounts and reporting of event revenue.
 - Chairs finance committee
 - Chairs Fund Advisor for 501c3
- **Budgeting:**
 - Lead the development and approval of the annual budget in alignment with the DCBA Business Plan.
 - Provide updates to the Board on financial performance, highlighting key areas such as event profitability and funding needs.
- **Compliance:**
 - Work with the CPA to ensure timely filing of IRS Form 990, corporate filings, and state/federal reporting requirements, ensuring DCBA remains in **good standing**.
- **Fundraising Assistance:** *(See section below for clarity)*

Fundraising Assistance (All Roles)

To ensure robust fundraising efforts, responsibility is distributed among key roles:

- **President:** Leads high-level fundraising strategy and builds relationships with major donors and sponsors.
- **1st Vice President:** Assists in fundraising events and identifies opportunities for strategic partnerships.
- **2nd Vice President:** Works with the General Manager and Events Manager to secure event sponsorships and ensure sponsorship deliverables are met.
- **Treasurer:** Supports sponsorship and fundraising efforts by aligning financial planning with fundraising goals and tracking sponsor contributions.