

# BOARD MEMBER APPLICATION

## *Middleville Downtown Development Authority*

125 E. Main Street \* P.O. Box 402 \* Middleville, MI 49333-0069

PHONE (269) 241-1170 \* FAX (269) 795-8889

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*The Middleville Downtown Development Authority, in collaboration with local, public and private entities, strives to take meaningful action to ensure maximum economic growth and development, historic preservation and revitalization, and to serve the community through a wide range of resources and grant opportunities.*

Thank you for your interest in applying for a Middleville Downtown Development Authority Board Member Position. Please keep in mind this position is a voluntary act to serve your community. You will not get financially reimbursed for your service.

### **The process to apply for a board position is as follows:**

1. Complete the application.
2. Once the application has been completed, please return it by mail or in person to: My Middleville DDA, 125 E. Main St, Middleville, MI 49333, P.O. Box 402. The entire application, plus any attachments, such as resumes, that accompany this application, will be reviewed.

***Unless otherwise noted, all information included on or attached to the application will become a matter of public record and will be viewable to public as an information item as it will be attached to the Downtown Development Authority agendas. If you would like one or more pieces of information - such as a phone number or address - removed from the application and/or any accompanying attachments you provide for the Downtown Development Authority's consideration, please indicate that on the last page of this application form, and those items will be removed before the information is posted to the public.***

3. Interviews for the open position will be scheduled. If there is not a current opening, you will be notified. Once all interviews have been held, the Downtown Development Authority will recommend appointments to the Village of Middleville Council to approve.

4. If appointed to the board, a staff liaison will contact you regarding meeting dates, times, and other information you will need to know to help you in your new role as a board member. If appointed, you will need to be sworn into office. In order to do so, you can speak with the Village of Middleville Clerk at 269-795-3385.

***If you have any questions about the Middleville Downtown Development Authority Board Member application process, please contact the DDA Director, Katherine Schmidt, (269) 241-1170.***

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### **Board Member Obligations:**

- Serve for a 4-year term (*unless assuming the position in which it was partially served by someone else*).
- Attend no less than 10 out of 12 monthly board meetings, third Tuesday of every month at the Village of Middleville Chamber Hall.
- Complete a minimum of eight hours of training during a fiscal year.
- Attend Village Council meetings when necessary.
- Serve on a minimum of one DDA sub-committee.
- Volunteer or attend at least one Downtown Development Authority Event.
- Familiarize yourself with the development tools available for the DDA District.
- Build relationships with our DDA District Merchants.
- Recruit businesses and partnerships.
- Become a spokesperson for Downtown Middleville within our community and outside of Middleville.
- Stay informed about board and committee matters; review and comment on minutes and reports.
- Inform others about the organization
- Follow conflict of interest and confidentiality policies.
- Assist the board in carrying out its fiduciary responsibilities such as reviewing the organization's annual financial statements.
- Follow developments in the community, economy, government, etc. that may affect the organization.
- Bring your unique skills, perspectives, and creativity to the table for the future of our Middleville Downtown District!

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The Downtown Development Authority (DDA) is a body created under authority of P.A.57 of 2018, as amended, for the purposes of preventing deterioration in business districts, to create and implement development plans, to issue bonds, and to utilize tax increment financing. The DDA Board Members shall be appointed by approval of the Village of Middleville Council. Not less than a majority of the members shall be persons having an interest in property located within the DDA District.

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

Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Occupation: \_\_\_\_\_

Are you a resident of the downtown district? *(Circle One)* YES NO

Are you a property/business owner or manager in the district? *(Circle One)* YES NO

If yes, please provide name and address of business: \_\_\_\_\_

*The Downtown Development Authority Board meets on the third Tuesday of every month beginning with January at the Village of Middleville Chamber Hall. Meetings are scheduled to be approximately two hours in duration. Other special meetings and training sessions may be conducted throughout the year as necessary.*

Are you available to meet at these times? *(Circle One)* YES NO

Why are you interested in serving on the Downtown Development Authority Board?

What qualities do you feel you can bring to the Middleville DDA Board?

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What is your vision for Middleville's Downtown District? Do you have any ideas you'd like to see implemented in the future?

List any other information you feel would be pertinent (you're welcome to attach a resume or list any relevant personal or professional accomplishments).

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

*The above information I have provided is accurate. I have read and understand the requirements to serve as a member on the Middleville Downtown Development Authority Board.*

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PLEASE REMOVE: \_\_\_\_\_

Return this form to: P.O. Box 402, 125 E. Main St., Middleville, MI 49333 to the attention of Downtown Development Authority Director.

*Thank you for your time!*