



HILLSBORO DOWNTOWN  
**PARTNERSHIP**

## Director POSITION DESCRIPTION

**TITLE:** Director (Voting member of the Board of Directors)

**POSITION SUMMARY:** The Board of Directors is a decisive, action-oriented group, small enough to easily establish a quorum and large enough to include broad community representation. The purpose of the Board is to advise, govern, oversee policy and direction, and assist with the leadership and general promotion of Hillsboro Downtown Partnership so as to support the organization's mission and needs.

The Board shall have at least one Director representing each dues paying membership class: special assessment members or their assigned agent; business owners or their employees, partners or associates of member businesses; employees, partners, or associates of non-assessed properties within the District; and dues paying community members.

**LOCATION:** Downtown Hillsboro

**ACCOUNTABLE TO:** The membership of the organization.

**AGE REQUIREMENT:** 18 years minimum

**IMPACT OF THE POSITION:** Hillsboro Downtown Partnership only exists because of community members willing to commit their time to the governance of this non-profit organization. Your commitment to this position will make the implementation of strategies and fulfillment of long-term goals for Downtown Hillsboro a reality. You will be making this a better place live, work, and invest.

**BENEFITS OF INVOLVEMENT:**

- Opportunity to work with a dedicated team, committed to enhancing the vitality of Downtown Hillsboro.
- Opportunity to develop or enhance skills in basic non-profit management, community development, and communication.
- Opportunity to work with and receive guidance from a variety of engaged community members with diverse backgrounds.
- Opportunity to learn about the Main Street Approach® model and how its implementation is beneficial to our community.
- Opportunity to receive training in any office equipment and software necessary to complete your assigned tasks.

**COLLECTIVE RESPONSIBILITIES:**

- To determine the mission, purposes, and values of the organization.
- To select the organization's Executive Director, as well as provide timely and appropriate feedback to the Executive Director on their performance.

- To support the work of the committees and individual volunteers by offering expertise in support of their efforts and providing timely feedback to their proposals and inquiries.
- To lead strategic and organizational planning for the organization.
- To adopt and update the organization's bylaws, governance policies, and resolutions as needed.
- To ensure strong fiduciary oversight and financial management for the organization.
- To fundraise and continually support resource development for the organization.
- To monitor the organization's programs and services.
- To continually enhance the organization's public image and credibility within the community.
- To assess its own performance as the governing body of the organization.
- To set priorities and make decisions about the organization's political stance.

#### **INDIVIDUAL RESPONSIBILITIES:**

- To know the organization's mission, policies, programs, challenges, and needs.
- To learn about and promote the purpose and activities of HDP, including the Main Street Approach®, whenever appropriate and possible.
- To faithfully read and understand the organization's financial statements.
- To prepare for, attend, and conscientiously participate in Board meetings, and to notify the Executive Director when an absence is necessary.
- To serve as an active advocate and ambassador for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for the organization to advance its mission.
- To leverage connections, networks, and resources to develop collective action to fully achieve the organization's mission.
- To give a meaningful personal financial donation.
- To help identify personal connections that can benefit the organization's fundraising and reputational standing, as well as influence public policy when appropriate.
- To follow the organization's bylaws, policies, and board resolutions.
- To sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings.
- To sign an annual non-disclosure agreement and maintain confidentiality about all internal matters of the organization.
- To actively participate in at least one other role, which may include:
  - an executive board position,
  - Board liaison to one of the standing committees, or
  - chair for a task force or an event committee.
- To actively participate in specific activities or projects promoted by the Board, which may include:
  - fundraising,
  - membership recruitment,
  - volunteer recruitment,
  - representation on behalf of the program at meetings and/or events, and
  - attending trainings and workshops.

#### **SKILLS/QUALIFICATIONS:**

- Willingness to professionally represent HDP's mission and values.
- Willingness to continue learning about the components of what HDP does and why, including but not limited to the Main Street Approach® and non-profit laws and best practices.

- Possession of good judgement and the discretion to follow the policies and best practices of the organization.
- Ability to maintain the respect of board members, staff, members, and stakeholders.
- Availability to commit time to the scheduled and unexpected demands of the position.
- Willingness to participate in the recruitment of new Directors and volunteers.
- Willingness to perform tasks that are within your physical ability.
- Willingness to submit to a criminal background check, as is required for this position.

**TRAINING PROVIDED:**

- Orientation to the Main Street Approach® and the Oregon Main Street Program.

**WORKING CONDITIONS:** Work is in an indoor setting, including offices, businesses, restaurants, community organizations, or your own home or office. Bending, lifting, sitting, typing, and stretching are required during normal activities.

**TIME COMMITMENT:** Directors should be prepared to contribute a minimum of 10 hours a month to the program. The HDP Board of Directors typically meet monthly for 60-90 minutes. In addition, Directors are expected to serve in one additional role within the organization.

**TO APPLY:** Inquiries about this position can be sent to [info@hillsborodowntown.com](mailto:info@hillsborodowntown.com).