





## Neighbors in the Strip Profile

Location: 1212 Smallman Street, Pittsburgh, PA

Website: [www.neighborsinthestrip.com](http://www.neighborsinthestrip.com)

### The Position

Neighbors in the Strip holds an annual election for Board of Director members, who are elected for a term of service of three years. These elections are held at the annual meeting in September. An Advisory Board is also elected for a one-year term at the annual meeting.

Although the Board members are elected as individuals, the Board of Directors functions as one body in deliberating and making policy level decisions. This is done through active participation at monthly Board meetings and serve on one of the committees or sub committees. An Executive Team meets as deemed necessary to exercise the powers of the Board.

In carrying out its responsibilities, the Board of Directors functions in the major areas of: 1) policy making; 2) stewardship of the corporation; 3) strategic planning/leadership; and 4) implementation of the goals and objectives as determined by our mission and Neighborhood Improvement Study.

The Board of Directors determines the vision for the future of Neighbors in the Strip through the development of short and long-term goals and strategic priorities.

Board members are accountable for understanding, accepting and interpreting the mission and vision of Neighbors in the Strip; attending board meetings; maintaining the confidentiality of the Board work until such times as it is released for general information; supporting and interpreting Board action as necessary; participating in meetings of the board as members of that body; carrying out assignments as board members and demonstrating a willingness to donate a personal gift and assist in identifying and approaching other sources of funds.

In summary, the ideal Board member functions as an advisor, facilitator, advocate, monitor, and critic as the situation requires.

### Specific Responsibilities

Collectively, the board of directors assumes legal and philosophical responsibility for all activities of NITS. Individually, board members provide leadership for the programs, serve as advocates of Strip District revitalization and support the board by serving responsibly and with dedication. Board members serve as organization managers, community liaisons and financial supporters. A whole-hearted personal commitment to the mission is thus considered essential for NITS' Board members. Each board member should meet the following requirements:

- A demonstrated interest in NITS mission, purpose and goals
- Specific experience in or knowledge of administration, finance, program development, advertising, public relations, downtown business activity, communications, design or economic development
- Representation of a public or private organization or segment of the community
- 3 – 10 hours per month of available time

### Policy Administration & Finance

- Create policy, set organization direction and maintain oversight of the mission

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The **Mission** of Neighbors in the Strip is to promote economic development opportunities, while preserving the personality, integrity and character of the Strip.

We achieve our mission through partnerships with businesses, property owners, governmental offices, and other organizations to provide a voice in strategic planning to strengthen the Strip District and enhance its viability and vitality.

We promote and encourage the current Strip District stakeholders through our award-winning website and other communication opportunities, joint marketing and purchasing opportunities, and by providing a professional, consistent voice with the media to promote the most positive image of the neighborhood. At the same time, we serve as an advocate for public and private investments in infrastructure improvements, preservation, and development issues.

- Ensure that the program fulfills legal requirements in the conduct of its business affairs
- With the executive director and staff, develop an annual work plan of goals, objectives and activities for the program
- Ensure financial resources to accomplish the mission and vision
- Make a significant personal annual contribution that reflects a high level of commitment
- Approve and monitor the program's finances and authorize and approve an annual audit
- Oversee the management and investment of NITS investments

### **Public relations**

- Ensure knowledge and understanding of NITS activities and programs and how they relate to the community
- Relate the activities/services of NITS to the work of other businesses, organization and governmental agencies
- Promote a positive image of NITS through professional, personal and social networks
- Give sponsorship and prestige to NITS and inspire confidence in its activities
- Serve as advocates of economic development through historic preservation in the Strip District area
- Celebrate NITS successes

### **Evaluation**

- Regularly review and evaluate NITS' operations and activities, maintaining standards of performance
- Monitor NITS' activities
- Counsel and provide good judgment on plans adopted by committees and the executive director

### **Personnel**

- Select, hire and evaluate the executive director, board of directors and advisory board members
- Approve policies governing personnel administration
- Participate in the recruitment, selection and development of individuals to serve on the board of directors and advisory board as advised by the nominating committee
- Ensure that the executive director's performance is evaluated on a regular basis based on mutually derived goals and objectives

### **A responsible board member should meet the following individual standards:**

- Be a member in good standing
- Understand the mission of NITS and promote the goals and activities to his or her own constituent groups and to the community as a whole
- Attend Board meetings
- Attend training programs and workshops related to the NITS mission, when possible
- Support board decisions, even when he or she may disagree with the majority decision
- Assist in membership, volunteer and board recruitment efforts
- Contribute knowledge, financial resources and labor to NITS, actively encouraging others in his/her constituent group to do the same
- Offer opinions honestly, constructively and without reservation
- Serve on a committee (s) consistent with his/her interests and NITS needs
- Delegate responsibilities to committees when appropriate
- Encourage orderly, systematic and incremental implementation of NITS work plan, discouraging the board from being distracted by secondary issues or projects not included in the program's annual agenda
- Accept the legal and fiduciary responsibility of the board by staying informed about what is going on at NITS, asking questions and requesting information
- Act in the best interest of NITS by adhering to the conflict of interest policy

### **Board of Advisors Responsibilities**

- Attendance at Board meetings and sitting on committees are **optional** for Advisors, although participation is encouraged
- Contributes knowledge, financial resources or labor to NITS; serve as an observer
- Non-voting participant of the Board
- One year appointment, appointed at the Annual meeting
- Serve as an ambassador throughout the community
- Participate actively in all fundraising efforts, both organizationally and by making personal contributions
- Identify and assist in obtaining financial and human resources that will help NITS in achieving its mission
- Supports board decision, even when he or she may disagree with the majority decision
- Understands the mission of NITS and promote the goals and activities to his/her own constituent groups and to the community as a whole
- Attends training programs and workshops related to NITS mission, when possible
- Is loyal to NITS and honors his/her commitment to it

### **Meeting Dates**

Monthly Board Meeting – 3<sup>rd</sup> Thursday of every month

Annual Retreat – August/September

Annual Meeting – September