



DOWNTOWN SPOKANE PARTNERSHIP (DSP)

Board of Directors Description of Duties/Responsibilities

DSP Mission:

The DSP is dedicated to the creation of a dynamic, safe, vital, livable and sustainable Downtown as the basis of an economically healthy region.

DSP Vision:

The members of the Downtown Spokane Partnership envision an exciting, attractive and productive Downtown providing employment and living opportunities, unique shopping, entertainment, cultural events and recreational activities integrated with surrounding neighborhoods. Ultimately, Downtown is a destination for people within the greater Spokane region and beyond.

DSP Director Position Description:

The DSP Board of Directors governs the DSP. The Board consists of up to 23 directors who are appointed by the DSP Board itself to direct the policies and operations of the organization. The Board's primary role is to assure that the DSP resources are directed in ways that protect and advance the Downtown interests and its role in the region.

DSP Director Duties:

- Establishing the organization's mission and strategic direction.
- Recruiting & appointing members of the Board to direct the organization.
- Hiring, evaluating and coaching the DSP President.
- Evaluating, monitoring and amending the DSP's operating and financial performance.
- Assisting in DSP membership recruitment and retention.
- Perfecting the relationships with business partners and local, state and federal governments.
- Growing the organization.

Specific expectations of a DSP Director:

- Understand and actively promote the DSP and its affiliate organizations.
- Educate self about the DSP, its operations and the impact of continual changes in urban environment.
- Familiarize self with Board matters prior to the attending the meetings.
- Attend and actively participate in meetings of the Board and its committees as assigned. Three (3) meetings missed in a calendar year may, at the Board's discretion, may be cause for removal.
- Attend Annual Retreat to assist in determining priorities for the next year.
- Represent DSP interests to the community and to local, state and federal regulators and lawmakers.
- Serve as a representative of the community in all deliberations and actions of the Board.
- Evaluate, amend and approve reports from the President and committees of the Board.
- Work to recruit, retain and coach the President.
- Understand the distinctions among the business of the Board, management and staff.
- Understand the impact of changes occurring in the Downtown environment and how it impacts DSP and Board responsibilities.
- Assist in the growth of DSP membership.
- Attend events and be actively engaged on social media representing interests of the DSP.
- Willingness to sign a conflict of interest disclosure form each year, to address real and perceived conflicts to the Board as they arise and to abstain from votes where conflicts of interest exist.

DSP Director Qualifications:

Members of the DSP Board of Directors provide a variety of skills and expertise, community connections, occupations, ages and backgrounds. Board members need to have the time, commitment, interest and ability to work together. The general qualifications demonstrated by a director include:

- Values consistent with the DSP vision and mission.
- Ability to govern a growing and increasingly more complex organization.
- Business and community leadership.
- Willingness to serve.
- Ability to meet project time commitment.
- Capacity for attention to the organization.
- Ability to collaboratively participate in group decision making and governing discernment.
- Clear objectivity – with an ability to vote with the DSP's best interest in mind.
- Effective communication skills.
- Integrity and strong business ethics