



Southwest Partnership At-Large Directors Responsibilities and Expectations

Draft

Position Description for At-Large Directors (11 Jul 22)

The Southwest Partnership will select 3 community members to serve on our Board of Directors for a one-year (renewable) term beginning in November 2022. Applicants must live in the SWP area of interest in one of the neighborhoods of: Barre Circle, Franklin Square, Hollins Roundhouse, Mount Clare, Poppleton, Pigtown, Union Square.

Each of the three At-Large Directors will be selected from one of the neighborhoods in the SWP to assure that the voices of the residents are well represented on the SWP Board. These Directors should reflect the diversity of the community. They should ideally be directly involved with community engagement; soliciting the thoughts and opinions of individuals in our communities and reporting what they are seeing and hearing from community members back to the board.

Overview of Southwest Partnership At-Large Directors:

The SWP Board of Directors developed the position of the At-Large Directors to increase resident representatives on the Board relative to the number of anchor institution representatives. As well, the Board hopes that their inclusion will help to represent community interests that could potentially be missed by neighborhood associations. An ad hoc selection committee comprised of the member directors representing the neighborhood community organizations will select the three At-Large Directors from the neighborhoods in the SWP.

Eligibility

Anyone is eligible to apply to become an At-Large Director, provided they meet the following criteria:

- Applicants must be a resident of the area of interest (the neighborhoods in the SWP) and older than 18 yrs/age.
- Applicants must submit a brief personal statement of one page or less outlining their interest and reasons for seeking the position.
 - The statement should include an explanation on how the candidate will represent the community, as well as how the candidate will add to the diversity of perspectives on the board and how the candidate will increase representation for community members not traditionally represented by the community associations.



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- Applicants should be prepared to demonstrate residency within the area of interest if requested by the selection committee. (See Procedure for Establishing Residency, SWP Policies and Procedures.)
- Applications are due by August 15th.

Responsibilities and Expectations

1. Be inclusive and maintain order in SWP Board meetings
 - a. Directors are expected to conduct themselves with professionalism and respect for their fellow Directors.
 - b. Expression of differing viewpoints is encouraged, as is respectful debate. All Directors will have the responsibility to end any discussion that they deem to be unproductive.
2. The At-Large Directors will represent the community as spokespersons on the SWP board of directors.
 - a. Attend SWP board meetings.
 - b. Represent the community on matters brought before the board.
 - c. To the best of their ability, report the ideas, activities and concerns of the members of the community at the board meetings.
 - d. Report relevant public policy and legislative concerns to the board to raise awareness.
3. Represent the SWP Board at annual and other community wide meetings throughout the year.
 - a. Attend the annual and semi-annual SWP events to share what the committee is working on and recruit new members
 - b. Hold or participate in at least one event each year in addition to the annual and semi-annual meetings to share information about the SWP.
4. Coordinate with the Executive Director to accomplish goals and objectives identified by the community through the Vision Master Planning process.
5. Perform all correspondence on behalf of SWP via a SWP provided email address.
6. Store all documents pertaining to SWP in a SWP provided location.



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I, _____ if selected as a SWP At-Large Director, agree to conduct myself according to the rules and procedures in this document and the bylaws of the SWP. I understand that a failure to meet any of the above expectations may result in censure or removal as an At-Large Director by the SWP Board of Directors.

Signature/Date

Tentative timeline for Selection of At-Large Directors

1. July 15 - position advertised (annually) (**will need to be slightly later in 2022**)
2. August 15 - nominations due
3. September 1 - SWP Staff will provide nominations to selection committee
4. September 15 - Committee meets to discuss applications and select a chair for the committee. (Applications reviewed by committee members in ensuing weeks.)
5. October 15 - Committee will finalize the process and select 3 candidates for board membership and present the candidates to the board.
 - a. Serious concerns will be forwarded to the executive committee for their consideration
6. November meeting - Selected candidates will join the board - annual meeting for electing officers