

# WE ARE INTERESTED IN YOUR SERVICE AS A DIRECTOR ON OUR BOARD OF MANAGEMENT

## HERE'S WHAT YOU NEED TO KNOW!

### What exactly does the Port Credit Business Association (PCBIA) do?

Good question! You have probably seen many of the results of our work and not known that we are the architects. The organization is a not-for-profit association appointed by City Council responsible for the vitalization and promotion of our vibrant business community. Our Board is responsible for a specific geographic area called the B.I.A., or Business Improvement Area. All property owners, and commercial tenants who pay a portion of the property tax, pay a special levy that funds the organization. These funds constitute the organization's budget and allow the Board to execute programs and events on behalf of all the members within our boundaries.

### What makes a good Board Director?

One of the privileges of your membership in the association is the opportunity to direct the business of the PCBIA as a member of the Board of Management. All Board Directors are elected by the membership and appointed to the Board by City Council.

So what qualifications make for a good Director on *our* Board of Management?

- ☞ A Board Director is expected to **lend her/his talents** to the development of programs that improve the BIA in its entirety.
- ☞ The hallmark of a successful Board is having Directors who are **progressive thinkers**, people with willingness to change ideas and make a real difference in their community.
- ☞ A good Board Director is one who **understands the business community**. Be they a veteran or newcomer, she/he should appreciate the past, present and future challenges of our association.
- ☞ As a volunteer, the Board Director must **respect the work of paid staff**. Professional staff provides continuity of information and support the Board members in a relationship of mutual respect.
- ☞ Finally, a Board Director must have a **real desire** to make a lasting contribution to our community. Directorship is a respected position; the decisions made by our Board will affect the present and future membership.

### What role does the Board of Management play?

First and foremost, the Directors on the Board are all volunteers. The Board is the chief decision-making body for the organization and oversees all policies, financial decisions and management. Overall, the Board exercises many powers and responsibilities including: selecting an executive, establishing and reviewing committees, hiring staff, strategic planning, establishing organizational policies and reviewing, initiating and assessing programs and projects.

The Board is governed by *The Ontario Municipal Act*, which sets out its mandate and composition. Our Board has a maximum of fourteen (14) Directors including the Councillor of Ward One. The PCBIA provides Liability and Directors and Officers Insurance policies to cover Board members, officers, directors, employees and volunteers of the Association while performing their duties as such.

### What time commitments are expected of me?

Depending on your level of commitment, your volunteerism could be just a few hours each month. The Board meets as a group once a month (except for July and August), on the last Wednesday at 6:30pm.

Directors are also expected to be active on association committees. Committees deal with specific initiatives like parking, beautification, development and meet from time to time as required. Given your interests and expertise on certain initiatives, you will be expected to donate additional time to a specific project. This may involve sitting on an ad hoc committee or working on your own time to see a project through.

Each member of the Board will have the opportunity to sign on for a maximum four-year term. This is identical to the term of City Council. If a seat becomes vacant during the term, the Board has the power to appoint a member to complete the term.

### Anything else I need to know?

Becoming a Director on our Board can be a very rewarding experience! People volunteer for a variety of reasons; personal and peer recognition, social interaction, expanded knowledge and experience and the gratification that comes with service to others. Whatever your reason, Directorship can be an exciting and challenging responsibility.

For any new Board member, it might take a while to “get your feet wet”, but you have already taken the first step. The next task is to send along a short bio to the PCBIA Office-[beatrice@portcredit.ca](mailto:beatrice@portcredit.ca)

## What does our organization do?

**Technically:** *We are a board of the Municipality governed by the Municipal Act, with the responsibility to “promote and beautify” Port Credit’s business area.*

**Realistically:** *We work to make the quality of life for our business community better. Our efforts are dedicated to ensuring a healthy economic environment for our community and making Port Credit a better place to shop, dine, live, work, invest, visit and play!*

*A more realistic version of our mandate is this:*

**“To provide effective leadership in order to beautify and promote Port Credit as a unique and vibrant entertainment, social, cultural and economically viable business centre”**

## Board Meetings & Structure

Our Board of Management:

- Is a group of up to eleven volunteers, drawn from diverse backgrounds who dedicate a portion of their time to the governance of PCBIA.
- Is the key decision-making body of the organization. They oversee all policies, programs, financial decisions and management issues relating to how members’ monies are spent. They are the voice of, and advocates for, the membership of the organization.
- Meets on the *last Wednesday* of each month (except during the summer), at 6:30pm for two to three hours. Meetings are typically held at Clarke Hall, 161 Lakeshore Rd. W. L5H 1G3
- Also includes an Executive Committee comprised of five members. The Executive Committee includes the Chair, Vice-Chair, Past Chair, Treasurer and General Manager. It is the role of this Committee to determine the business that shall go before the Board and make recommendations to the Board on key issues.