



Considered and Recommended
by the Executive Committee on August 3, 2022

Board Member Position Description

Founded in 1991, The Business Development Board of Martin County (BDB) is a 501(c)6 not-for-profit economic development corporation whose mission is to “champion and strengthen Martin County’s economy.”

The BDB helps business owners, entrepreneurs and executives to start, grow, stay, invest and relocate to Martin County, Florida. With a strong collaborative spirit alongside the area’s chambers of commerce, employers, education, industry, non-profit and talent-workforce leaders, the BDB seeks to: 1) tout Martin County is open for business; 2) foster leading industries and good jobs; 3) launch, retain and grow Martin County businesses and local talent; and 4) promote strategic economic development areas and districts to job creators.

As a public-private partnership, the BDB is funded by the Martin County Board of County Commissioners (through a multi-year services agreement) and local businesses, entities and institutions who make annual contributions and support economic development events and activities through sponsorships.

To learn more and to see the BDB’s Business Plans and Quarterly Reports, visit www.bdbmc.org.

Expectations of the Board as a Whole

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the Executive Director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the BDB’s programs and services
- enhancing the BDB’s public image
- assessing its own performance as the governing body of the BDB

Additionally, the BDB Board governs itself in the “sunshine” and each Director is expected to adhere to the State of Florida’s Sunshine Laws and Public Records Act.

Expectations of Individual Board Members

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- closely read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing partnerships necessary for the BDB to advance its mission
- leverage connections, networks, and resources to help the BDB influence economic policies, programs and activities
- participate in annual Board initiatives that seek to advance the BDB's business plan
- provide two (2) testimonials that tout the importance of economic development and/or Martin County as good for business
- participate in (or schedule) at least two (2) visits to local businesses and companies
- help find or achieve a financial donation of \$2,500, or at a minimum, provide leads and attend fundraising meetings
- prepare for, attend, and conscientiously participate in board meetings
- follow the organization's bylaws, policies, and board resolutions
- 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
- maintain confidentiality about BDB prospect-client matters, as needed

Term

Each Board Member's term is two-years and becomes effective October 1 unless the Board Member is completing a term for an open position.

Meetings and Attendance

Generally, BDB Board of Directors meetings (which are open to the public) are held monthly on the second Wednesday of the month, 8:30 am at a public location. Good attendance (minimum 75%) is expected so community interests provided by the Board Member can be represented.

For more information about serving as a Board Member to the BDB, contact Joan K. Goodrich, Executive Director at 772.221.1380 or joan@bdbmc.org.