



# **BOARD OF MEMBERS HANDBOOK**

2024

This handbook is made to have a strong understanding of each Board member's roles & responsibilities.

## **Overview**

The Ocean Avenue Association Community Benefit District (OAACBD) was started in 2011 for an initial set period of 15 years. By the end of the 2024/2025 fiscal year, property owners have the ability to renew the OAACBD for an additional term of 15 years.

The Board is the governing body of the OAACBD and charged with furthering the vision & mission of the organization, providing leadership, oversight & feedback, long range planning, and supporting the work of the Executive Director.

Being a Board Member is volunteer, needs to be a pleasurable & enriching experience personally & for the community, and requires some work to stay on the Board of the organization.

## **Mission Statement**

The OAACBD mission is to supplement services already provided by the Dept. of Public Works and other relevant City agencies to ensure owners, merchants, residents and visitors safety while providing cleanliness on an ongoing basis, enhancing enjoyment & beautification, and reinforcing the viability of our economic base throughout the OAACBD boundaries to maintain a sense of pride on Ocean Avenue.

## **Core Facts**

- The OAACBD boundaries represents the longest shopping & entertainment neighborhood in the southern part of San Francisco.
- The Ocean Avenue corridor is a center of life for many surrounding communities. - The OAA area includes some of the highest percentage of homeowner occupied single family dwellings in San Francisco.
- Ocean Avenue visitors comprise of many young students frequenting local education centers. - Stable and vibrant businesses, art & culture events, and an engaged community are keys to the success of Ocean Avenue as a destination.
- Extremely rich neighborhood in the diversity of ethnicities and origins

## **Time Commitment/Responsibilities**

- Serve a 3-year term as Board member, or a 1-year term as an Officer
- Represent the interests of the constituents throughout the OAACBD
- Attend Board meetings and actively participate; Board members who miss 25% of Board meetings in any fiscal year without Board's consent may be removed.

- Identify/appoint a Board alternate that can attend meetings and vote on organizational issues when absent
- Serve on at least one Committee, Task Force or some type of Working Groups - Support organizational processes and build collegial working relationships with other Board members that lead to consensus
- Diligently create & support goals of the organization and actively participate in events - Assist the Board in carrying out governance and fiduciary responsibilities including reviewing financial statements and making financial decisions for the organization
- Work in partnership with the Executive Director, staff and other Board members toward achievement of the OAACBD goals
- Abide by all guidelines in bylaws and other governing document; ensure compliance with the City of San Francisco Agreement
- The fundamental and commonly accepted duties of Board Members are:
  - o Duty of Care – requiring leaders to use reasonable care and good judgment in making decisions on behalf of the interests of the organization.
  - o Duty of Loyalty – requiring leaders to be faithful to the organization, avoiding conflicts of interest.
  - o Duty of Obedience – requiring leaders to comply with governing documents (bylaws, articles of incorporation, policies, etc.)

### **Qualifications**

- Interest in the Ocean Avenue neighborhood and support for the OAACBD’s vision and mission. - Ability to attend meetings and actively participate in OAACBD activities and events. - Open to new ideas and experiences.
- Mandatory attendance at the Board Member Orientation and Brown Act Training for board members and alternates.
- Have a physical presence, provide community services to, or own real property in the district (see Bylaws, Article III, Section 3 for specifics); and, if subject to assessment, is not delinquent.

#### *Article III, Section 3: Criteria.*

A. The Board shall include no less than six and no more than thirteen members and be composed of at least 50% of property owners, or property owners’ designated representatives, who are paying the OACBD assessment. In addition to the property owners, at least twenty percent of the Board shall be representatives of non-property-owning businesses within the OACBD boundaries. The Board will also include representatives from neighborhood organizations.

B. No more than 49 percent (49%) of the persons serving on the Board may be “interested persons.” An interested person is (1) any person compensated by the corporation for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a Director as a Director; and (2) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person. However, any violation of this paragraph shall not

affect the validity or enforceability of transactions entered into by the corporation.