



Join the Board of Directors of the Loveland Downtown Development Authority and be a Part of the Future Success of the Downtown District!

Board of Director Position Recruitment (Volunteer)

What is the Loveland Downtown Development Authority?

The Loveland Downtown Development Authority (DDA) was authorized by the voters in February 2015 under the laws of the State of Colorado. The purpose of the DDA is to halt, prevent, and correct deterioration within the geographic boundaries identified as the “district,” and to create and implement development plans for the district, utilizing tax increment financing (TIF) for the completion of authorized projects that are part of a comprehensive DDA development plan.

What does the DDA board structure look like?

According to Colorado Revised Statute 31-25-805/806 and the By-Laws of the Loveland DDA, the Board of Directors must consist of at least five (5) and no more than eleven (11) members.

At least one member of the Board is to be a member of the City Council, appointed to serve at the Council’s pleasure. No officer or employee of the City, other than this appointee from City Council, is eligible for appointment to the Board.

As long as Larimer County owns real property within the boundaries of the DDA District, one of the Board members is also required to be a Larimer County Commissioner, to be selected by the Larimer County Commissioners and recommended to the City Council to serve.

The remaining ‘appointed’ Board members must reside, be a business lessee, or own real property in the downtown district, as defined. An agent or employee, as defined in the C.R.S., of an entity and having its place of business in the downtown development district is eligible for appointment to the Board.

The DDA Board of Directors interviews eligible candidates and makes recommendations to the City of Loveland City Council for formal appointment.

What are the expectations of a board director?

- All DDA Board appointments are for a four-year term. No director's term automatically renews.
- A DDA Board member is expected to prepare for, attend, and participate in all Board meetings.
- A DDA Board member is expected to serve on committees as requested by the Board Chairperson, exhibiting integrity and diligence in doing the work needed.
- A DDA Board member is expected to work well with other Board members/staff/business community keeping the purpose of the DDA as a priority.
- DDA Board members are required to sign a Conflict of Interest statement.

In addition to the standard roles and responsibilities of a Board Director, our directors are active advocates and ambassadors for the downtown to advance its purpose.

What are the responsibilities of a Board member as part of a quasi-governmental agency?

According to C.R.S. 31-25-807 (2017), Board members are expected to

- Supervise the activities of the Executive Director in carrying out the function of the organization,
- Prepare financial and economic reports as required for the District,
- Propose plans for development for public facilities and other improvements to public or private property within the District which will aid and improve the downtown development area,
- Develop long-range plans with the City's planning board and planning department,
- Retain legal counsel to advise the board,
- Enter into contracts as necessary.

What are the ideal qualifications of a board director?

- Extensive professional experience with significant executive leadership accomplishments in business and government.
- A commitment to and understanding of the DDA's beneficiaries, preferably based upon experience.
- Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals.

- Personal qualities of integrity, credibility, and a focused interest for improving the beneficiaries of the downtown.
- DDA Directors are required to be natural persons at least twenty-one (21) years of age, and a resident/property owner/lessee within the DDA District (C.R.S. 35-21-805).

What are the Leadership, Governance and Oversight expectations?

- Serving as a trusted advisory to the CEO/Executive Director as h/she develops and implements the DDA's strategic plan.
- Reviewing outcomes and metrics created by the DDA for evaluating its impact, and regularly measuring its performance and effectiveness using those metrics.
- Approving the DDA's annual budget, audit reports, and material business decisions; being informed of, and meeting all, legal and fiduciary responsibilities.
- Contributing to an annual performance evaluation of the CEO/Executive Director.
- Assisting the CEO/Executive Director and Board Chair in identifying and recruiting other board directors.
- Partnering with the CEO/Executive Director and other Board Directors to ensure that board resolutions are carried out.
- Representing the DDA to the community, local government officials and any other stakeholders; acting as an ambassador.
- Ensuring the DDA's commitment to a diverse board and staff that reflects the community that the DDA serves.

When are the board meetings held? Committee meetings?

Board meeting are held monthly, or as otherwise designated. At the current time, DDA meetings are scheduled on the 2nd Monday of each month at 4:00 p.m. at the LDP|DDA office, 350 N. Cleveland Avenue.

Committee meetings are held as necessary throughout the year.

Is there compensation for being on the board?

Service on the DDA's Board of Directors is without compensation, except for administrative support, travel and accommodation costs, as necessary and as authorized and budgeted.

If you are interested in joining the DDA Board of Directors, and helping us make a difference in our Downtown District, please complete the required application and send it, along with your resume or vitae to:

Loveland Downtown Development Authority

**Attn: DDA Board of Director Recruitment
350 N Cleveland Avenue
Loveland, CO 80537**

Application materials can be found on the DDA website at:
<https://lovelandpartnership.org/about/the-authority/authority-bod/dda-board-director>

You may also contact the LDP|DDA office directly at 970-541-4333 or email:
info@lovelandpartnership.org

Applications are taken on a rolling basis.