

Capitol Area Development Authority Board Member Job Description

The Board of the Capitol Area Development Authority consists of five members who are unpaid with no benefits.

Two (2) members shall be appointed by the Director of the State Department of General Services (one of whom will serve as chair)

Two (2) members shall be appointed in the manner provided by the Charter of the City of Sacramento for the appointment of members of City boards, commission and agencies

The fifth (5th) member shall be appointed by the affirmative vote of at least three of the other four members and shall not be an officer or employee of the City or the State.

The term of office of such appointed members shall be four (4) years, and they shall remain members of the Board until the appointment of their successors.

Responsibilities of the Board

The Capitol Area Development Authority governing board is responsible for: (1) Property management of residential and neighborhood commercial facilities; (2) Development of new housing, including affordable housing, and support of commercial and State facilities in the Capitol Area and R Street Corridor; (3) Development of infrastructure, streetscape, new housing and retail within the Capitol Area and R Street project areas; and (4) Development, programs and partnerships that develop housing stock and further revitalization projects that support the project areas and/or further State and City objectives.

Responsibilities of Individual Board Members

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs as well as understand its collective purpose;
- faithfully read and understand the organization's financial statements and board materials in advance of meetings;
- serve as active advocates and ambassadors for the organization;
- leverage connections, networks, and resources to develop collective action to achieve the organization's mission;
- prepare for, attend, and conscientiously participate in board meetings;
- engage in learning opportunities to better understand the community we serve;
- respect the experiences of all who bring their voices into the boardroom and the organization;
- follow the organization's bylaws, policies, and board resolutions;
- sign an annual conflict-of-interest disclosure (Form 700) and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings on items that come before the Board for consideration; and
- maintain confidentiality about all internal matters of the organization.