

CITY OF BEMIDJI SANFORD CENTER ADVISORY BOARD

Member Expectations

The responsibilities to be performed by the Advisory Board include but are not limited to providing advisory input to the operations of the Sanford Center, and specifically to meet and work with Sanford Center Management to, among other things, prepare and implement policies and procedures benefitting management and operations generally, and which also govern booking and scheduling of events in the Sanford Center, and to review and advise respecting revenue and operating information, specifically the Annual Budget, Business Plan, and expenditures in excess of the budget, and as a group advise Management and the City in regards to performance and operational matters as needed.

Member Term and Time Commitment

The term of each Board Member shall be three years. No Board Member may serve more than two (2) consecutive terms. After the initial appointment of original members*, all appointments shall be three-year terms. *(*There shall be three initial one year terms, three initial two year terms and three initial three year terms which will be selected through a randomized process. *)*

The Advisory Board shall at a minimum hold regular monthly meetings on the fourth (4th) Thursday of each month.

Member Conflict of Interest

Whenever an Advisory Board member or officer has a financial or personal interest in any matter coming before the Advisory Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Advisory Board members determine that it is in the best interest of the Sanford Center to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Upon appointment, each Advisory Board member shall execute a Conflict of Interest Statement in the form provided, which form and content may be amended from time to time by the Advisory Board in the same fashion as these by-laws may be amended.

Member Compensation

Board members will serve without compensation.