



POSITION DESCRIPTION

ROCKDALE MUNICIPAL DEVELOPMENT DISTRICT

BOARD OF DIRECTORS BOARD MEMBER

ABOUT THE ROCKDALE MUNICIPAL DEVELOPMENT DISTRICT

It is the mission of the Rockdale Municipal Development District (RMDD) to aid the City of Rockdale and interested public or private entities in making the community a better place to live, work, and do business. The RMDD may execute any permissible project, as defined in Chapter 377 of the Texas Local Government Code, that benefits, strengthens, and diversifies Rockdale's economic base.

VISION

The Rockdale Municipal Development District will be the premier economic development organization in the Central Texas region that helps businesses and residents prosper.

VALUES

Stability. The Rockdale Municipal Development District will be an organization that is financially stable by producing a balanced budget, engaging in long-term financial planning, and being prudent stewards of public funds. The MDD will be operationally secure by establishing sound financial and internal control policies and governance structures. The MDD will also carefully manage and consider the risks (operational and financial) inherent in managing an economic development organization.

Transparency. The Rockdale Municipal Development District will share all available information willingly and openly.

Operational Excellence. The Rockdale Municipal Development District will follow current economic development best practices. The RMDD will strive to execute our mission to the best of everyone's ability. Any work product will be of the highest quality for our best efforts.

Innovation. The Rockdale Municipal Development District will be engaged in continuous learning. This learning will inspire everyone involved with the RMDD to uniquely approach problems.

Tenacity. The Rockdale Municipal Development District will not give up until our mission is complete.

Inspiring. The Rockdale Municipal Development District will be thought leaders for other community leaders and the broader business and economic development community.

Collaboration. The Rockdale Municipal Development District will openly and eagerly work as a resource with other economic development entities and local business and community organizations to help them achieve their goals.

Planning. The Rockdale Municipal Development District will view its work and actions in terms of a long range effort. This will include creating viable and realistic strategic plans that will secure the enduring success of the community.

THE BOARD OF DIRECTORS

Functions

The Board of Directors is the highest leadership body of the RMDD providing mission-based leadership and strategic governance. While day-to-day RMDD operations are managed by the Economic Development Director, the appropriate involvement of the Board is critical and expected. To satisfy its fiduciary duties, the RMDD Board of Directors is responsible for:

- Determining the mission and purposes of the RMDD
- Strategic, financial, and organizational planning
- Ensuring strong fiduciary oversight and financial management by establishing internal controls, budget compliance, and policy and program evaluation
- Approving and monitoring the RMDD's programs and services
- Enhancing the RMDD's public image
- Approving an annual Economic Development Plan prior to adopting the annual Budget
- Selecting and evaluating the performance of the Economic Development Director

Responsibilities

Each individual board member is expected to:

- Know the organization's mission, policies, programs, and needs
- Prepare for, attend, and participate in Board meetings
- Faithfully read and understand the organization's financial statements
- Make decisions that comply with State law; Follow the organization's by-laws, policies, and other applicable City of Rockdale rules
- Leverage connections, networks, and resources that can assist in executing the RMDD's mission
- Maintain confidentiality about all matters involving the RMDD
- Be informed on issues affecting the regional economy in general and the Rockdale business community in particular
- Remain current on economic development trends
- Cast an informed vote on major actions of the RMDD
- Participate in at least one hour of Open Meetings Act training

Time Commitment

- The RMDD Board of Directors holds regular monthly meetings. The Board may be called to a special meeting if required.
- RMDD Board members should dedicate time to careful review of their agenda packets prior to any Board meeting.
- RMDD Board members should also dedicate time to reviewing the weekly activity report.

Qualifications

Service on the RMDD Board of Directors is an opportunity for an individual who is passionate about Rockdale and trying to lead Rockdale into the future. Board members will have achieved leadership stature in business, government, philanthropy, or the non-profit sector. Board members must possess innate leadership, management, and interpersonal skills, patience, and good humor, and must be able to participate in collaborative group discussions.

Each member of the Board of Directors shall be a Rockdale resident for at least 12 consecutive months, i.e. inside the Rockdale city limits, the Rockdale ETJ, or the Rockdale ISD boundaries.

Selection Process

Interested individuals will complete an application from the City of Rockdale. Each September, the City Council will consider all interested parties for any open positions. The Council, with an affirmative vote, shall appoint the Board of Directors.

Term

The RMDD Board members will serve a two-year term to be eligible for re-appointment.

Compensation

The Board of Directors members shall not receive any compensation for their services on the RMDD Board; however, members are entitled for the reimbursement of actual expenses incurred in performing Board functions.