

**St. Tammany Parish Development District
Board of Commissioners**

Overview

Responsibilities of the Board of Commissioners

Duties and responsibilities for the Board of Commissioners as established by its Practices and Procedures include:

1. Play a leading, proactive role in the District's strategic decision making, and in setting strong, clear strategic directions and priorities for all the District's operating units and programs.
2. Ensure that the District's image and relationships with key stakeholders are positive and that they contribute to the District's success.
3. Ensure that the District possesses the financial and other resources necessary to realize its visions and carry out its mission.
4. Strive to ensure that the Board's composition is diverse and that its members possess the attributes and qualifications required for strong leadership and governance.
5. Ensure that Board members are fully engaged in the governing process and that the resources they bring to the Board are fully utilized in governing.
6. Take accountability for its own performance as a governing body.
7. Work in close partnership with the President & CEO, ensuring that clear, detailed personal and organizational performance targets are set and annually evaluated.
8. To ensure consistent participation and accountability in the commission's activities, members are required to attend at least two thirds of the regularly scheduled monthly meetings, otherwise, three consecutive missed meetings could put your seat at risk of being replaced.

If a Commissioner is unable to meet these responsibilities and commitments, the Commissioner shall inform the Board Chair and resign from the Board of Commissioners of the St. Tammany Parish Development District.

St. Tammany Parish Development District Board of Commissioners

Instructions for Application

1. Please read the Responsibilities of the Board of Commissioners above and continue with the application/questionnaire process if you are willing to accept these responsibilities.
2. Each year, a notice is posted in The St. Tammany Farmer and on www.sttammanycedc.org website notifying the public that applications and completed questionnaires are being accepted.
3. After the application deadline, the Nominating Committee will schedule a meeting to review each application submitted. Candidates may be subject to or expected to appear before the Nominating Committee and/or the Board of Commissioners as a part of the nomination process.
4. All candidates will be asked to authorize the District to conduct a basic criminal background check. Any felony convictions or financial felony convictions will prohibit a candidate from completing the nomination process for service on the Board of Commissioners.
5. Submit completed application and questionnaire to Sharon DeLong, Director of Finance & Administration, sdelong@sttammanycedc.org. Partial or incomplete applications/questionnaires submitted will not be considered for further review. For clarification on any instructions, please email Sharon, or call 985-809-7874.
6. The Nominating Committee makes recommendations to the Board of Commissioners, who then approve at its next regular meeting.
7. Upon final approval, the Oath of Office will be conducted at the next regular Board of Commissioner meeting.
8. New Commissioner Training will require approximately 4 hours of training and will be scheduled in coordination with the schedules of the new members and professional staff.
9. Checklist:
 - a. ___ Read Instruction & Overview Page
 - b. ___ Complete and sign the candidate questionnaire and application
 - c. ___ Submit both, along with a current bio or resume to sdelong@sttammanycedc.org

**St. Tammany Parish Development District
Board of Commissioners
Candidate Application**

Applicant Name: _____

Residential Address: _____ City _____ Zip _____

Company/Organization: _____

Phone/Cell: _____ Email: _____

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8. To ensure consistent participation and accountability in the commission's activities, members are required to attend regularly scheduled meetings; otherwise, three consecutive missed meetings may put your seat at risk of being replaced.

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**St. Tammany Parish Development District
Board of Commissioners
Candidate Acknowledgement**

By signing below, I certify that I am a qualified voter and taxpayer within St. Tammany Parish. I also certify that I have no felony convictions or financial felony convictions. Additionally, I certify that I will do my utmost to attend the monthly board meetings.

Furthermore, if appointed, I certify that I will submit the following requirements and acknowledgements:

- Annual Tier 2.1 Financial Disclosure
- Annual ethics training and submit certificate and a family roster to the District
- Annual preventing sexual harassment training and submit certificate to the District
- Annual cybersecurity awareness training and submit certificate to the District
- Acknowledge receipt of the Louisiana Code of Governmental Ethics Summary and agree to comply with the ethics policy outlined therewith.
- Sign a Confidentiality Disclosure Agreement
- Authorize the District to conduct a basic criminal background check
- Attend regularly scheduled meetings; otherwise, three consecutive missed meetings may put my seat at risk of being replaced.

Signature: _____ **Date:** _____

Please include a current resume and/or biography.

**St. Tammany Parish Development District
Board of Commissioners
Candidate Application**

Applicant Name: _____
Use additional pages to complete this questionnaire, if needed..

1. Are you a qualified voter and taxpayer within St. Tammany Parish? ____Y ____N
2. What is your interest in becoming a Commissioners for St. Tammany Parish Development District?
3. What is your definition of 'economic development'?
4. What is your opinion about economic development in St. Tammany Parish?
5. How do you feel about the use of economic development resources, such as incentives, ITEP, PILOT programs?
6. Please give a summary of your last 3 years of involvement in business and/or community engagement:
 - a.
 - b.
 - c.
7. Are there life instances that would prevent you from meeting the time requirements for regular and special-called meetings?
 - a. Regular meetings usually the 3rd Thursday of each month ____Y ____N
 - b. Special called meetings - could be any day/time ____Y ____N

Please detail:
8. Are you willing to commit to the time required for all annual required ethics trainings?
 - a. Acknowledge receipt and agree to comply with Louisiana Code of Governmental Ethics policy outlined ____Y ____N
 - b. Louisiana Dept. of Administration Ethics Training (1 hour) ____Y ____N
 - c. Prevention of Sexual Harassment Training (1 hour) ____Y ____N
 - d. Complete and submit a Tier 2.1 Personal Financial Disclosure? ____Y ____N
9. Are you willing to sign a Confidentiality Disclosure Agreement? ____Y ____N
10. Have you personally, professionally, or in your business practice, ever received any business incentive or support from an economic development organization? ____Y ____N
If yes, please explain:
11. Would you be willing to speak in a public meeting setting on the advantages of bringing a specific project to St. Tammany Parish?