



## **Instructions**

### **Process for Downtown Development Authority (DDA) Board Membership Application**

1. Candidate shall attend two DDA meetings as an observer prior to application.
2. Candidate shall complete an application form.  
  
They can be downloaded from the DDA web page located @ <https://jasperdda.org/>  
Completed applications should be sent to CEM @ [cglaze@jasper-ga.us](mailto:cglaze@jasper-ga.us)
3. Candidate shall be interviewed by DDA chair-person or other designated DDA members.
4. DDA Chair will formally nominate the candidate to the Mayor with recommendation for approval via email.
5. Mayor will consider all appropriate applications and the DDA Chair recommendation for a recommendation to the City Council
6. Once approved by City Council, Mayor will swear in new DDA member at a regularly scheduled Council Meeting.



## **Board Membership Application**

### **Vision**

The Jasper Downtown Development Authority (DDA) will support a vibrant and thriving downtown community through planning, commitment, and collaboration to build a legacy that lasts.

### **Mission**

The Jasper Downtown Development Authority (DDA), by supporting the City of Jasper, its citizens, and its businesses, instills a sense of community pride and improves the quality of life for all.

### **Guiding Principles**

We believe in open communication with the community; therefore, we lead with honesty, excitement, and a commitment to supporting genuine partnerships and connections.

We believe in accountability to ourselves and our community; therefore, we act with honesty and integrity.

We believe in supporting downtown businesses for the future; therefore, we promote leadership and forward thinking.

We believe in a fair and level playing field; therefore, we lead with ethical intentions.

### **Overview**

The Jasper Downtown Development Authority is composed of a seven (7) member Board of Directors, appointed by the City of Jasper City Council to serve as advocates and advisors to the City Council related to economic vitality. The DDA drives and directs policies and programs aimed at improving the economic vitality and vibrancy of the city using the four (4) points of the Main Street process; Organization, Design, Economic Vitality and Promotions. The DDA meets on the 4th Monday of each month at 5:30pm.

### **Questions to Consider for DDA Board Membership. Please check all that apply.**

- ☐ Do I reside within the city limits of Jasper?
- ☐ Do I own a business within the city limits of Jasper?
- ☐ Do I fully understand what the DDA Board expects from me?
- ☐ Am I committed to the goals and mission of the DDA Board?
- ☐ Can I afford the demands on my time, resources and energy?
- ☐ Will I attend meetings regularly, making them a priority for the duration of my appointment? ☐
- Am I willing to perform a reasonable amount of work outside the regularly scheduled DDA Board meetings to attend sub-committee/action group meetings and prepare for each meeting?
- ☐ Can I work effectively with other members of the DDA Board?
- ☐ Am I willing to participate in the necessary Board training, education and development activities that will improve my effectiveness in my position?
  - ☐ Am I current with all my financial obligations to the City?



## City of Jasper

200 Burnt Mountain Road  
Jasper, GA 30143  
Phone: 706-692-9100  
Fax: 706-301-9146

Mayor  
Kirk D. Raffield

Mayor Pro Tem  
Jim Looney

City Manager  
Brandon D. Douglas

Council  
John B. Foust, Jr.  
Steve Lawrence  
Tony Davis  
Brandon Hannah

Deputy City Manager  
Kim Goldener

### Jasper Downtown Development Authority Board of Directors Application

Thank you for expressing interest in serving our community as a director on the Downtown Development Authority (DDA) for the City of Jasper.

Mission Statement: The Jasper Downtown Development Authority (DDA), by supporting the City of Jasper, its citizens, and its businesses, instills a sense of community pride and improves quality of life for all.

The DDA works to enhance the unique identity of downtown in order to sustain, grow, develop, and enhance economic prosperity and community well-being.

Applicant Name (First and Last): \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Business License # and issue date (if a Owner/Operator of a City business): \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Please include full address including City, State and Zip Code)

Home Phone: \_\_\_\_\_ Home Email Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Email Address: \_\_\_\_\_

The DDA meets monthly and as this authority continues to mature and evolve, we are looking for people who are willing to step up and serve our community in this important role. There are certain laws that govern who can serve on the DDA. Please review the following and tell us how you meet the requirement(s):

**\*Directors shall be:**

- 1. Taxpayers residing in the municipal corporation for which the authority is created – you must be a homeowner within the City limits; or**
- 2. Owners or operators of businesses located within the downtown development area (Jasper's Central Business District) and who shall be taxpayers residing in Pickens County; or**
- 3. Persons having a combination of the qualifications specified in Items (1) and (2);**

**Provided, however, that one of such directors may be a member of the governing body of the municipal corporation.**

I meet the requirement for membership of the Jasper Downtown Development Authority because:

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### **Jasper Downtown Development Authority**

Are you serving currently on a City of Jasper or Pickens County Government Board or Authority? If so, which Board or Authority? \_\_\_\_\_

Are you current with all financial obligations to the City of Jasper (i.e. business licensing, property taxes, etc.)? \_\_\_\_\_

### **Please review and complete the following questions:**

1. Briefly explain your reasons for wishing to become a DDA Board Member
  
2. What is your current understanding of the DDA, its function, and time of obligation required when serving?
  
3. What qualities do you bring to this position and authority that would benefit our community?
  
4. In order to serve, you must be willing and available to attend training, attend meetings, assist with all Board approved projects or recruit volunteers to do so in your stead (CEM must be notified in writing when this is the case) and **attend/work events**. Tell us about your time and availability for these items.
  
5. Have you previously been involved in the community with events or organizations?
  
6. Tell us about yourself and anything else you want us to know!

As Mayor, I will present the City Council with my recommendation for this position and a vote will occur in a public meeting. There are requirements you must meet in order to serve, and we will verify that you meet those requirements as we review your response to this correspondence. We will communicate with you as the selection progresses and any outcome.

Again, thank you for your interest in serving our community!

Kirk D. Raffield  
Mayor

## Board Pledge

I, \_\_\_\_\_, understand that as a member of the Board of Directors of \_\_\_\_\_, I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

1. I will interpret the organization's work and values to the community, represent the organization, and act as a spokesperson whenever called upon.
2. I will attend at least 10 of 12 of board meetings, all but one applicable committee meetings annually, and 50% of all special events.
3. I will actively participate in one **or more** fundraising activities each fiscal year.
4. I will act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
5. I will stay informed about what's going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
6. I will work in good faith with city staff and other board members as partners towards achievement of our goals.
7. If I don't fulfill these commitments to the organization, I will expect the board chair to call me to discuss my responsibilities.

In turn, the organization will be responsible to me in several ways:

1. I will be sent monthly financial reports when requested and an update of organizational activities that allow me to meet the "prudent person" section of the law.
2. Opportunities will be offered to me to discuss with the CEM and the board chair the organization's programs, goals, activities, and status when requested.
3. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member. I understand that a minimum of one training is mandatory per calendar year.
4. Board members and City Staff will respond in a straightforward fashion to questions I have and feel are necessary to carry out my fiscal, legal, and moral responsibilities to this organization. Board members and City Staff will work in good faith with me towards achievement of our goals.
5. If the organization does not fulfill its commitments to me, I can call on the board chair and CEM to discuss these responsibilities.

Signed:

\_\_\_\_\_ Date: \_\_\_\_\_

Member, Board of Directors

\_\_\_\_\_ Date: \_\_\_\_\_

Chair, Board of Directors

*Have the board chair sign two copies of this agreement, and ask new board members to sign them, return both copies to the CEM.*

# Downtown Development Authority Board Member Code of Conduct

## Purpose

The Downtown Development Authority (DDA) Board is entrusted with serving the public interest by promoting economic vitality, preserving the character of downtown, and making decisions that benefit the community as a whole. Board members are expected to uphold the highest standards of ethics, integrity, professionalism, and accountability.

## Board Member Commitments

As a member of the Downtown Development Authority Board, I agree to:

### 1. Serve the Public Interest

- Place the interests of the downtown district and community above personal or business interests.
- Make decisions based on what best serves the DDA's mission, strategic plan, and governing laws.

### 2. Act with Integrity

- Conduct myself honestly, ethically, and professionally.
- Avoid actions that could damage the credibility or reputation of the DDA or the City.

### 3. Comply with Laws and Policies

- Follow all applicable federal, state, and local laws.
- Adhere to the DDA bylaws, policies, and any applicable ethics ordinances.
- Comply with Georgia Open Meetings and Open Records laws.

### 4. Avoid Conflicts of Interest

- Promptly disclose any actual, potential, or perceived conflicts of interest.
- Refrain from participating in discussion or voting on matters where a conflict exists.
- Never use my board position for personal financial gain or preferential treatment.

### 5. Respect Confidentiality

- Protect confidential information obtained through board service unless disclosure is required by law.
- Understand that discussions held in executive session remain confidential.

### 6. Support Board Decisions

- Encourage open, respectful discussion during meetings.

- Once the Board has made a decision by majority vote, publicly support the decision even if I personally voted against it.
- Present a unified and professional image of the Board.

## 7. Maintain Professional Conduct

- Treat fellow board members, city staff, volunteers, business owners, and members of the public with courtesy and respect.
- Listen thoughtfully and avoid personal attacks, intimidation, or disruptive behavior.
- Promote a culture of collaboration and civility.

## 8. Respect Roles and Responsibilities

- Recognize that the Board establishes policy and provides governance.
- Respect the role of city staff in carrying out day-to-day operations.
- Individual board members shall not direct staff outside of established board authority: The formal vote of a quorum, direction by the Chair, direction by the Vice Chair with written consent of the Chair.

## 9. Prepare and Participate

- Attend meetings regularly and arrive prepared. 10 of 12 monthly meetings minimum must be attended for the year.
- Review meeting materials in advance.
- Participate actively in discussions and committee work.
- Notify the Chair via email when unable to attend a meeting. Chair will notify board member if the absence is excused or unexcused.

## 10. Be a Positive Ambassador

- Promote the DDA's mission and initiatives.
- Support downtown businesses, events, and revitalization efforts whenever possible.
- Encourage community engagement and constructive partnerships.

## 11. Responsible Communication

- Speak on behalf of the Board only when authorized & CEM is notified. This includes meetings with other community entities, the press etc.
- Clearly distinguish personal opinions from official Board positions.
- Use social media responsibly and professionally, avoiding statements that undermine the Board or disclose confidential information.

## 12. Stewardship of Public Resources

- Use DDA funds, property, and resources responsibly and only for authorized purposes.

- Exercise sound judgment and fiscal responsibility in all decisions involving public resources.

## Accountability

Failure to adhere to this Code of Conduct may result in:

**A review by the Board with a recommendation to Council to pursue removal in accordance with the Code of Conduct.**

### Annual Acknowledgment

I acknowledge that I have read and understand this Code of Conduct. I agree to uphold these standards throughout my service on the Downtown Development Authority Board. I understand that I will be removed effective 12/31/2027 if the standards are failed to be upheld in full.

**Board Member:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Board Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_