



The MVA's mission is to support our merchant members and help the Village thrive

Expectations of MVA of Board Directors & Officers

Members of the MVA Board of Directors are elected annually for two year terms. A minimum of 5 and maximum of 17 Directors can serve at one time. The Board is comprised of Directors and Officers, all of whom have one vote in all Board matters. Officers and Directors should represent a cross-section of merchants in the Village, including retail, professional and service categories. A paid Administrator reports to the Board and performs assigned functions.

Officers are elected by the Board for one-year terms, based on the recommendation of the Executive Committee. Directors are elected by the general membership in June of each year after being approved by the Board in its June Board meeting. Director candidates are reviewed by a Nominations Committee in May of each year before being presented to the Board for approval. Directors begin their term on July 1 and end on June 30 of the second year. Existing Directors may be re-elected to subsequent two year terms if approved by the membership.

Duties of Directors

The minimum expected of anyone wishing to serve as a voting Director of the Board includes:

1. Being an authorized representative of a business having a Business Improvement District (BID) assessment levied by the City of Oakland on his/her company, and having it paid in full and on time.
2. Attending a minimum of 70% of all scheduled Board meetings from July 1 to June 30 of the following year, as well as any special meetings called by the Executive Committee. Monthly meetings are usually the first Wednesday of each month from 6:15 PM – 7:30 PM.
3. Participating in and/or leading a committee or team of interest.
4. Assuming fiscal responsibility for the welfare of the Association, including putting the needs of the Association membership ahead of any personal needs or desires.
5. Having familiarity with the contents of latest Association By-laws and Articles of Incorporation.
6. Having a valid E-mail address and computer familiarity with basic office software like Microsoft Word and Microsoft Excel.

See reverse side for specific duties of Officers and Administrator.

Duties of the President

The President is the chief executive officer of the Association and, with the approval of a majority of the Board, supervises and controls the activities of the Officers and Directors. He or she presides at all meetings of the Board, Executive Committee, and any membership meetings. He or she executes, in the name of the Association any contracts authorized by the Board.

Duties of Past Presidents

Any Past President who is a current Director of the Association may act in an advisory capacity to the Officers and Directors, and act in the absence of the President or Vice President. He or she is also be a member of the Executive Committee.

Duties of the Vice President

In the absence of the President the Vice President has the primary responsibility to perform all the duties of the President. He or she is a member of the Executive Committee.

Duties of the Secretary

The Secretary records all minutes from Board meetings, and, working with the Executive Director, maintains in the Association office the original records of Bylaws, meeting minutes and other documents necessary to support the Association. He or she sees that all notices are duly given as required by law, is the custodian of the records and of the seal of the corporation, and maintains a membership book containing the information on existing and former members. He or she is a member of the Executive Committee.

Duties of the Treasurer

The Treasurer has charge and custody of, and is responsible for all funds and securities of the Association, including deposits and withdrawals from any financial accounts. He or she maintains adequate and correct accounts of the corporation's properties and business transactions, and provides, upon reasonable request, the books of account and financial records to any director or member of the Association. He or she is a member of the Executive Committee.

Duties of the Administrator

The Administrator is a paid part-time staff position. He or she is responsible to the Board and reports to the Board President. He or she performs all functions assigned, including managing the collection of revenues from Business Improvement District (BID) assessments, obtaining vendors to perform duties approved by the Board, and maintaining contracts and other such documents required to manage the Association.