

Jackson DDA Committee Involvement Application

Your downtown is going through many exciting changes and we need your help to make sure it becomes the best it can be! Opportunities are limitless. Please fill out this letter and forward it to the Downtown Development Authority (DDA) today!

Name: _____ Business/organization: _____

Address: _____

Telephone: _____ E-mail Address: _____

The best time for me to meet is: _____

Committee that I would like to participate on (Circle):

Design

Economic Restructuring

Promotions

List the experiences you have had working with downtowns and/or community development. Please specify what these experiences were, where they took place, and how long they lasted.

Identify the contributions you would be able to make to the committee. Provide any other information you feel is relevant to the downtown.

Indicate the experiences you have had with other committee involvement.

What activities (e.g. events, planning, fundraising, etc.) would you like to assist, supervise, or direct? (Indicate those activities in which you have had experience and the nature/extent of that experience.)

I understand that committee involvement decisions will be made in terms of needs of each specific committee. I am willing to accept the committee appointment as determined by the DDA Board and further understand that particular interests may not necessarily be accommodated. I affirm that the information contained in and attached to this committee involvement application is true and accurate.

Name: _____ Signature _____ Date _____

Conflict of Interest Policy

Boards of directors, committee members and staff of the DDA must adhere to certain standards of conduct. One of these standards is to avoid conflicts of interest. Aside from the possible legal implications, even the appearance of a conflict of interest can cause irreparable damage to an organization's credibility.

It is not automatically an unacceptable conflict of interest for a board member, committee member or staff of a DDA program to derive personal or professional benefit from a DDA activity. Many DDA participants stand to gain some benefit from their service in the DDA program, such as downtown businesses and property owners. Such indirect benefit is entirely proper and is not usually an unacceptable conflict of interest with the DDA program.

An unacceptable conflict of interest may arise if a board member, committee member or staff:

Has a personal or business 'interest' which is in conflict with the best interest of the DDA program. A participant is usually considered to have an 'interest' in an activity if they, or an immediate family member:

- has a substantial financial interest in the activity
- has a substantial financial interest in any organization involved in the activity
- holds a position as a trustee, director, general manager or principal officer in an organization involved in the activity
- Uses 'inside information' for personal benefit or to the detriment of the DDA program. 'Inside information' is information which has not become public information and which was obtained through the participant's work with the DDA program.
- Uses his or her position with the DDA program to the detriment of the DDA program.
- Uses his or her position with the DDA program for personal or business benefit which is in conflict with the best interest of the DDA program.

In all cases where a potential conflict of interest may exist, the participant with the potential conflict should disclose all relevant information to the board chair, the committee chair and the staff. If there is a question whether there is a conflict of interest, it is always better to make a full disclosure.

I have read agree to abide by the Conflict of Interest Policy.

Name: _____ Signature _____ Date _____