

Portland Development Commission

Neighborhood Economic Development Leadership Group Charter

Project Background

With the adoption of the Neighborhood Economic Development (NED) Strategy by City Council on May 25, 2011 the Portland Development Commission (PDC), in consultation with City Council, will establish a citywide NED Leadership Group. The NED Leadership Group is intended both to exemplify and to inform the introduction of a new model of community-driven neighborhood economic development.

The NED Leadership Group is composed of approximately 20 individuals with experience or expertise relevant to neighborhood economic development including: neighborhood business management or ownership, business district organizing, financial lending or resource development, community leadership, workforce development training, culturally competent service provision, neighborhood revitalization and property redevelopment and non-profit administration. This citywide Leadership Group is demographically and geographically diverse.

Mission of the Leadership Group

The broad charge of the Leadership Group will be to guide the implementation of the NED Strategy and to coordinate resources for the Strategy's actions, to educate the public about the Strategy, and to identify and promote the effective use of resources. www.pdc.us/NED

Scope of the Leadership Group

With the formation of the NED Leadership Group, PDC and the City are supporting a new model of broader community participation and partnership. The Leadership Group will:

- Coordinate organizational resources and foster joint accountability to ensure successful implementation of the NED Strategy by all partners;
- Inform direction of both city-wide and neighborhood-specific work throughout implementation of the NED Strategy;
- Operate according to shared goals, established work plans, and a standard of mutual accountability;
- Practice data-driven and market-reality informed decision-making to the greatest extent possible.
- Develop new resources to support the Strategy's actions.

Duration and Number / Frequency of Meetings

The NED Leadership Group was established October 2011 and will continue to convene through the 5-year period of the NED Strategy. The group will meet at least every other month. Meetings are expected to be 1.5 to 2 hours in length. The Leadership Group will attend an annual, 3 to 4 hour NED Strategy summit.

Organization and Facilitation

PDC staff will send out a meeting agenda and any related materials (including prior meeting summaries) prior to the Leadership Group meeting. The agenda will clearly identify which items are informational and which require action by the Leadership Group. PDC will provide administrative support and project/program/policy expertise as appropriate to the Leadership Group. Facilitation of each meeting will be shared between Leadership Group members and determined in

advance. Meetings will be open to the public and provide a set amount of time at the beginning of each meeting for public comment.

Decision Making Process

Committee recommendations should represent a broad base of collective wisdom about what will best serve our City. The committee will work by consensus in making decisions or in developing recommendations to be forwarded to the appropriate individual or body. If consensus is not possible, the committee will allow for a simple majority vote by verbal assent to provide the basis for a decision.

Ground Rules

This committee represents a diversity of expertise, skills and viewpoints. Members are expected to:

- Listen carefully and speak honestly.
- Be clear about whom you are representing when expressing an opinion.
- Respect the views of others.
- Keep an open mind.
- Critique issues, not people or organizations.
- Allow everyone to speak without dominating the conversation.
- Take responsibility for the success of the meeting and the Leadership Group's decisions
- Listen and weigh both community and city-wide concerns.

Roles and Responsibilities of Members

City Council, PDC, partner organizations and community members rely on the NED Leadership Group to act as stewards and leaders of the NED Strategy. Members are expected to:

- Attend all committee meetings and other related public activities.
- Provide regular updates to NED Leadership group in accordance with the shared goals, established work plans, and a standard of mutual accountability
- Review agenda and meeting information in advance of the meeting and notify the PDC in advance of meeting absences.
- If a designated community or business representative: keep the entity represented informed of key agenda items and decisions.
- Assist Leadership Group members in identifying and informing other community stakeholders of related projects, programs or policies.
- Provide an annual update of accomplishments to the Portland City Council and/or the PDC Board of Commissioners.

Appointment and Terms of Members

Applications to fill positions on the NED Leadership Group will be reviewed by the Nominating Committee (consisting of representative of PDC Board, Venture Portland and Coalitions of Communities of Color and PDC Leadership). Their recommendations are forwarded to the PDC Executive Director and NED Leadership Group for approval.

Members will serve for a term of one year, with the opportunity to renew for longer terms. More than two unexcused absences in a calendar year with six meetings will cause member not to be renewed for following year.

Subcommittees

Each Leadership Group member may serve on Sub-Committees established by the NED Leadership Group.

This Charter for the NED Leadership Group named above is hereby approved.

Patrick Quinton
PDC Executive Director

Date

By signing below, you are committing to a one-year term of service on PDC's NED Leadership Group.

Signature

Date

Print Name