Neighborhood Strategy Council
Overview of Roles and Responsibilities

The Neighborhood Strategy Councils (NSC) of District Bridges support the neighborhood outreach and programmatic development of their designated Main Streets.

District Bridges Mission Statement: To enrich neighborhood vitality by bridging community engagement and economic development opportunities so individuals, businesses, and organizations can thrive together.

NSC Purpose & Structure: NSC serves as a non-fiduciary advisory board for each of District Bridges's Main Street programs. Each NSC is composed of community stakeholders representing the interests of businesses, residents, and community organizations to support a holistic community-based approach to economic development in each of the neighborhoods we serve.

The NSC also serves as a feedback loop which helps each Main Street stay grounded and in tune with the needs and priorities of the community. District Bridges believes in continuous improvement and program iteration,so we leverage the knowledge and experience of our NSCs to help our Main Street programs continue to increase their influence and impact.

Length of Commitment: One year, which may be renewed up to a maximum of three consecutive terms

Role and Responsibilities:
In coordination with the Main Street Program Manager/Director, the NSC members will work as a team to apply their experience and local understanding of community needs to support the designated Main Street neighborhoods. Specific activities of individual members may vary based on expertise, capacity and availability. The basic roles and responsibilities are as follows:

1. Become an annual member of your respective Main Street.

2. Prepare for scheduled meetings in advance by reading monthly program reports, agenda, and any supplemental documents.

3. Attend 80% of scheduled NSC meetings or 9 out of 12 annual meetings.

4. Commit to a tangible contribution that will support the Main Street in reaching the required annual $40,000 DSLBD fundraising goal.

5. Represent the priorities and concerns of your stakeholder group (resident, business, or community organization) at the NSC meetings.

6. Lead or support Main Street committees for specific events, programs, and program priorities.

7. Recruit volunteers for Main Street activities.

8. Approve annual Main Street workplan and budget allocations.

9. Support Main Street Manager/Director through annual program evaluation by providing substantive feedback to support future program development through the 360 review and annual assessment.

Standard Operating Procedures

1. **Composition**: NSCs are a Main Street program's direct line of communication and connection with the community they serve. To that end, we work to balance the voices on the NSC by having ⅓ business owners, ⅓ residents, and ⅓ community organizations/stakeholders, such as community associations, building owners, historical societies, educational institutions, and developers. Often, partner organizations are asked to select a primary and a secondary representative to ensure the perspective of their organizations or community group is present at monthly meetings. Though not a requirement, this is a way to share the responsibility and encourage consistent representation. Typically, NSCs have between 10-20 members and the size is determined by the makeup of the community served. It is District Bridge's policy not to invite elected officials to sit on the NSC in order to avoid potential conflicts of interest. Those interested in serving on the NSC should complete the [NSC application form](#) which helps the team get to know the individual and discover if they would be a good fit. After completing the application, the program manager can set up an exploratory meeting to discuss and then, if desired, invite them to join.

2. **Voting and Responsibilities**: The NSCs are not fiduciary voting bodies but rather serve as advisory boards. This is significant particularly in regards to fiduciary responsibility. District Bridges has an executive board that oversees the overarching financial position and direction of the organization. Instead, NSCs help determine the priorities of the program and make recommendations on the allocation of the programmatic dollars. The executive board approves the organization's budget and then has ultimate oversight of implementation. The NSCs are also meant to serve as a feedback loop for the programs, evaluating each program's performance over the prior year towards continual improvement and meeting the changing needs and priorities.

3. **Terms**: Each NSC member is invited to serve for a 1 year term, which can be renewed two times for a maximum of three years. After the term has ended, members have the option to participate in committees or action teams. When a representative from an organization chooses to resign, the organization's leadership can nominate a replacement. However, the decision to invite that individual to join the NSC is solely at the discretion of the Main Street Program Manager/Director and DB leadership.

4. **Code of Ethics:** NSC members will support the Main Street and District Bridges' mission by recognizing that the chief function of the Main Street is to serve the best interests of our constituency, specifically the small business community; accepting as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness; respecting the structure and responsibilities of the Main Street and organization, specifically adhering to District Bridges' organizational values; serving with respect, concern, courtesy, and responsiveness in carrying out the organization's mission; avoiding any interest or activity that is in conflict with the conduct of duties; and respecting and protecting privileged information to which they have access in the course of activities.

5. **Meetings**: NSCs meet on a monthly basis to ensure open, consistent communication and collaboration.

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NSC Member Name

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NSC Member Signature   Date