Pembina County Job Development Authority (PCJDA) Board of Directors Job Description

Roles & Responsibilities of PCJDA Board Members

The Job Development Authority (JDA) was established by and governed by the North Dakota Century Code Chapter 11-11.1 which was enacted in 1990. The Pembina County JDA was established in 1991 by the Pembina County Commissioners and has been operating ever since. Board members are responsible for providing oversight in setting the goals, objectives, and strategic directions for PCJDA within its mandate. Collectively, members of the Board oversee the direction and performance of PCJDA.

Powers and Duties of the Job Development Authority

From Century Code Chapter 11-11.1: The job development authority shall use its financial and other resources to encourage and assist in the development of employment and promotion of tourism within the county. In fulfilling this objective, the authority may exercise the following powers:

1. To sue and be sued.
2. To make and execute contracts and other instruments necessary or convenient to the exercise of the powers of the authority.
3. To hire professional personnel skilled in seeking and promoting new or expanded opportunities within the county.
4. To make, amend, and repeal resolutions consistent with the provisions of this chapter as necessary to carry into effect the powers and purposes of the authority.
5. To acquire by gift, trade, or purchase, and to hold, improve, and dispose of property.
6. To certify a tax levy as provided in section 11-11.1-04 and to expend moneys raised by the tax for the purposes provided in this chapter. A job development authority may accept and expend moneys from any other source.
7. To insure or provide for insurance of any property in which the authority has an insurable interest.
8. To invest any funds held by the authority.
9. To cooperate with political subdivisions in exercising any of the powers granted by this section, including enabling agreements permitted under chapter 54-40.10.
10. To loan, grant, or convey any funds or other property held by the authority for any purpose necessary or convenient to carry into effect the objective of the authority established by this chapter.
11. To use existing uncommitted funds held by the authority to guarantee loans or make other financial commitments to enhance economic development.
12. To take equity positions in, provide loans to, or use other innovative financing mechanisms to provide capital for new or expanding businesses in this state or for businesses relocating to this state.
13. To exercise any other powers necessary to carry out the purposes and provisions of this chapter.

Membership Process and Member Requirements

From Century Code Chapter 11-11.1: Members are appointed by the county commissioners and must consist of representatives from the following groups, as they may exist:

a) Two members from the county commission.
b) One member from the city council or commission of each city within the county which has a population of five hundred or more.
c) One member selected from among the city governments of the remaining cities of the county.

d) If a majority of the townships in the county are organized townships, two members selected from the township governments of the organized townships in the county.
e) The remaining members must be selected from a list of candidates from the following fields:
    1. A representative of the local job service office nearest the county seat.
    2. A member of the local airport authority.
    3. A member of a local institution of higher education.
    4. A member from among the school boards of the county.
    5. A member from a local industrial development organization.
    6. A member of the regional planning council serving the county.
    7. A member of the legislative assembly representing a district within the county.
    8. Members at large from the county.

Terms of Office and Oath of Office

From Century Code Chapter 11-11.1: The members of the job development authority board of directors shall serve for a term of three years or until their successors are duly qualified. Terms of office begin on January first and must be arranged so that the terms of office of approximately one-third of the members expire on December thirty-first of each year.

Each member of the board shall qualify by taking the oath provided for civil officers. The oath must be filed with the county auditor.

The board of directors shall annually elect members to serve as chairman, vice chairman, secretary and treasurer. The board shall also select an executive committee with such powers and duties as may be delegated by the board.

Key Duties

Strategic Leadership

In conjunction with other Board Members:

- Defining and executing PCJDA's mission, vision, and core values, to include maintaining the highest standard of fiduciary duty and responsibility to the organization.
- Prepares for and attends all Board and committee meetings in order to participate knowledgeably and meaningfully in all deliberations of the Board and at meetings with staff, stakeholders, and the public.
- Makes decisions based on an independent assessment that considers the protection of the public interest, sound business practices, and compliance with laws and regulations.
- Ensures plans and initiatives strike the right balance between prudent use of PCJDA resources and the provision of quality services to the public.
- Assists with the planning and achievement of the financial goals of PCJDA.
- Keeps abreast of trends in economic development and proposes strategies to solve problems or seize opportunities.
- Participates positively in discussions and strives to reach decisions of the Board by constructive discussion and consensus.

As an individual Member of the Board:

- Attend all meetings scheduled for the second Tuesday of the month from 10 am-12 pm, every other month beginning in January, unless excused. Participate in special meetings as they are called.
- Attend other community meetings as needed to support PCJDA initiatives and projects.
- Acts with integrity and honesty in a non-partisan manner. Actions are guided by the best interests of PCJDA and the public.
- Brings personal knowledge and experience in a positive manner to all discussions of the Board.
- Works constructively with other Board members and builds positive relationships with staff, community members, and stakeholders.
- Participates in committees, as needed.

PCJDA Governance

In conjunction with other Board Members:

- Oversees the preparation of, and reviews and approves, all reports and planning documents.
- Makes decisions that are consistent with the mandate.
- Directs policy development whereby, and to ensure that, PCJDA uses public funds with integrity and honesty, and in PCJDA's and the public's interest.
- Ensures that performance measures and targets for PCJDA are established and monitored, and that they are both realistic and challenging.
- Participates in the annual review of the Executive Director, as needed.

As an individual Member of the Board:

- Stays informed of issues relevant to PCJDA and its stakeholders.
- Acts with integrity and honesty. Actions are guided by the strategic direction and the best interests of PCJDA and the public.
- Discloses to the Chair any possible instances where the duties, role or interests may be in conflict with personal interests, and refrains from discussion and decision-making in such cases.
- Is accountable for and supports decisions that are made by the Board as a whole.

Qualifications:

- Knowledge of PCJDA and the Pembina County communities.
- Experience in stewardship of resources belonging to others.
- Strategic leadership skills to influence direction and oversee the implementation of objectives that support an overall vision for PCJDA.
- Ability to communicate with clarity, confidence and sound judgment.
- Ability to solve problems through seeking out the opinions, ideas, and input of others.
- Understanding of the requirements and challenges involved in turning strategies into actions leading to the development of sound business opportunities.
- Experience with analyzing and monitoring financial and operational plans as well as adjusting performance to meet desired results.
- Experience and ability to objectively balance competing interests and information and collaborate with others to reach decisions.
- Knowledge of and commitment to sound governance practices.
- Commitment to the protection of the public interest within the mandate of PCJDA.