

Employment Agreement – Schedule A to BIA Coordinator’s Job Description

DOWNTOWN HERITAGE PERTH BUSINESS IMPROVEMENT AREA

JOB DESCRIPTION

Deadline to apply is September 30,2022

Position summary:

Reporting to the DHPBIA Board of Directors through the Personnel Committee, the Coordinator is responsible for implementing the initiatives of the BIA Board and for regularly liaising with the business community and fostering business relationships that directly support a healthy business climate in downtown Perth.

Performance Standards:

The Coordinator shall perform the responsibilities of the position within the legislative and regulatory standards set out in all applicable provincial and municipal regulations, BIA policies and By-laws.

Coordinator Duties:

1. Administration

- Responsible for the day-to-day operations and administration of the BIA office.
- Act as recording secretary for Board and committee meetings.
- Work with Board and committee chairs to prepare agendas, minutes and correspondence for meetings. Agendas will be distributed to Board and committee members at least three days prior to each meeting. Minutes will be distributed within seven days after the meeting.
- Place agendas and minutes on BIA website.
- Ensure all motions and minutes are properly signed and stored.
- Provide a year-end update to the Board and to Council documenting the highlights of the past year and the goals and objectives of the next year.
- Work in collaboration with BIA members to address their business needs with stakeholders such as the Town of Perth.

2. Financial

- Administer the overall BIA budget. Work with individual committees to help create and administer their budget.
- Work with the Board's Treasurer to prepare the annual budget and present it to the Board, and to Council in time for annual budget deliberations.
- Be responsible for all accounting functions including compliance with established procurement policies, budget controls and reporting requirements to BIA Board.
- Purchase any products or services as required by the BIA, in accordance with the Board's procurement policy and approved budget.
- Prepare and submit all accounts payable to the Town within two weeks of receipt of invoice.

3. Membership

- Support the development and execution of any BIA marketing campaigns to encourage the growth of business in the BIA.
- Deliver a Welcome Package to any new business in the BIA, in conjunction with the Town's economic development department.
- Help organize the Annual General Meeting.
- Participate in the organization of events in collaboration the BIA chair and committee chairs.

4. Communication

- Ensure electronic presence of BIA, through Facebook, Instagram, website, etc.
- Produce & distribute the monthly BIA newsletter. Monitor Business Forum blog.
- Produce brochures and guides as determined by the Promotions Committee.
- Promote businesses and events in the downtown display case.
- Handle all BIA correspondence with discretion and confidentiality.
- Develop marketing materials for various events.