



AEDC Board of Directors Purpose, Code of Conduct and Membership Qualifications Policy

As Adopted by the Board of Directors 06/20/2018

Purpose of the AEDC Board of Directors-

- To organize individuals who are leading business professionals in Anchorage as Members of the Anchorage Economic Development Corporation (AEDC) Board of Directors and to advance and protect the health and growth of the Anchorage and Alaska economy.
- To advance the economy of Anchorage and Alaska in a manner that strengthens existing industries while seeking to encourage the addition and growth of new industry sectors with the overall goal of expanding economic resources of our community.
- To establish and maintain high standards of professional conduct and collegiality among the Members of the AEDC Board of Directors, AEDC staff and its Investors.
- To attain a spirit of helpful assistance and cooperation among the Members of the Board of Directors.
- To provide vital support to the staff of AEDC through financial contributions, strategic and policy guidance, industry and economic knowledge, and mentoring and networking assistance.
- To support and encourage education and networking forums and events that will foster support of AEDC's economic and community development efforts and the interchange of ideas and experiences pertaining to AEDC's vision to make Anchorage the #1 city in America to live, work and play.
- To research, understand and disseminate information about the Anchorage and Alaska economies and share that information with AEDC Investors and the community.
- To be a source of consultation regarding business and industry needs and issues for Anchorage business professionals, government and community leaders, and the public.

AEDC Board of Directors Code of Conduct-

- Members of the AEDC Board of Directors shall conduct themselves in a spirit of professional cooperation, collegiality, and fairness in their interaction with staff, Investors, the business community, and other Members of the AEDC Board to command respect and confidence from these critical team members, partners and stakeholders.



- Member's behavior and business activities must not harm the interests or reputation of AEDC or its Board of Directors. Members shall not engage in business practices or personal behavior which might subject AEDC or its Board of Directors to wide criticism or disrespect in the community
- In their fiduciary role, board members shall actively participate and attend board meetings, provide strategic direction, and oversee management and the finances of the corporation. Additionally, board members must have a general working knowledge of state and federal laws and regulations that apply, as well as a clear understanding of the operating documents (by-laws, rules, board manuals) to assure the board does not act outside the scope of the organization's legal documents. Finally, board members must operate in the interest of AEDC and not to use the position to further personal agenda.

AEDC Board of Directors Membership Guidelines-

- Voting membership on the AEDC Board of Directors is restricted to business leaders actively and primarily engaged as senior management or ownership of an active business operating within the Municipality of Anchorage; and voting membership is not available to purely charitable or government organizations.
- Only one individual whose primary affiliation is with a single business or company shall be allowed as an AEDC Board member. Subsidiary companies or businesses of larger corporations maybe excluded from this restriction at the discretion of the AEDC Board of Directors.
- If a Board member ceases to be a member for any reason, the business organization that individual represents shall have the right, within 30 days of the last day of Board membership, to nominate another individual for Board membership. Such proposed replacement must meet all the qualifications for Board membership and successfully complete the nomination process before Board membership shall be effective.
- To be considered for membership on the AEDC Board of Directors, candidates must represent a business organization that is an Investor in good standing in AEDC. Further, the business organization the candidate represents must provide at least \$2,500 in annual support to AEDC through membership and/or sponsorships. Board of Directors of AEDC may adjust these minimum financial support requirements at any time by a motion of the Board.

Board Membership Eligibility Criteria-

- Business leader shall mean an individual who has demonstrated deep experience and expertise in their industry sector and is actively engaged as a senior leader in the business they represent that is actively engaged in the Anchorage economy.



- Candidates must be a recognized leader within their industry sector who commands the respect and support of their peers.
- Candidates should demonstrate a willingness to assist in engaging at least two new businesses to join AEDC as new investors annually.
- Candidates should be able to attend 75% of scheduled Board of Directors meetings annually.
- Candidates should commit to assist staff with requests for help, networking and technical support for AEDC initiatives whenever possible.
- Candidates should commit to attend AEDC events to the greatest degree their schedules allow.

AEDC Board Membership Nomination Process-

- All prospective members for the AEDC Board of Directors must submit applications for Board membership in accordance with the policies and code of ethics adopted by the Board of Directors of AEDC from time to time. The current Application Form is attached.
- Applications for Board membership may be submitted once annually by any interested qualified candidate.
- The Board of Directors Vice Chair will have an initial call with an interested candidate upon receipt of an application for Board membership.
- Prior to any scheduled regular or special Board Meeting the Executive Committee will review all applications for Board membership to fill any current vacancies on the Board. After evaluation, the Executive Committee will submit their recommendations to the Board of Directors to fill any Board vacancies.
- After receipt of the Executive Committee's recommendation the Board of Directors shall vote on the admission of the prospective Member(s) at the regular or special meeting of the Board of Directors following receipt.
- Admission of the prospective Member of the AEDC Board of Directors will require the affirmative vote of a majority of the AEDC Board of Directors.
- New members will be admitted only after extensive due diligence and peer review of a fully completed application submitted; Executive Committee recommendation that the applicant meets experience, leadership, AEDC policy and code of conduct requirements; and Board approval.



AEDC Board of Directors – MEMBERSHIP APPLICATION

Please email the completed application to Jenna Wright at jwright@aedcweb.com.

I wish to become a member of the AEDC Board of Directors. I understand that this request will be reviewed by the AEDC Executive Committee and the Board of Directors of Anchorage Economic Development Corporation and voted upon for approval. I will abide by their decision. I further confirm that I have received and read a copy of the Membership Regulations and Policies.

Signature_____ Date_____

Name_____ Title_____

Company_____

Street Address_____

City_____ State_____ Zip_____

Email_____

Telephone Number_____ Cell Phone Number_____

Number of years you have been in your current industry: _____ years

Number of years you have been in a leadership role at your firm: _____ years

Please give a brief description of your background, qualifications, skills, business leadership positions, past board of directors' experience, etc. that have a bearing on your request to be an AEDC Board member as described in the attached ELIGIBILITY CRITERIA for AEDC Board membership.

Please provide overview of your firm's business focus, annual revenues and number of employees: