

Franklin County Comprehensive Economic Development Strategy (CEDS) Committee Committee Member Role Description

Mission: To create a five-year plan with goals and strategies that respect the region's rural character and sustainably foster an environment to support business development, job creation and the economic wellbeing of residents.

Role: The role of a CEDS Committee member is to provide guidance and input on the creation and implementation of a new five-year regional economic development plan for Franklin County. The plan will be written by FRCOG staff using the U.S. Economic Development Administration's planning framework and in compliance with applicable state and federal laws.

Meetings: The Committee will meet a minimum of four times a year – once in the fall, once in the winter, and twice in the spring. The meetings will be held in the first floor meeting room of the John W. Olver Transit Center, unless otherwise directed. The day of the week and time of the day for these meetings will be determined annually with input by staff and Committee members. Committee meeting agendas will be emailed to members two weeks in advance. All Committee meetings will be publicly posted and open to the public.

Expectations: Committee members are expected to possess or adhere to the following items.

- *Term.* A five-year term that corresponds with the cycle to develop, implement and monitor the strategies of the 2020 CEDS Plan. If a Committee member is not able to complete a term, another person will be appointed to fill the seat. The term will extend from July 2019 through June 2024.
- *Areas of expertise.* Committee members are expected to possess and share expertise on subjects of economic interest to the region. These subjects may include but are not limited to: entrepreneurship and small business development, workforce development, community development, government, education and training, infrastructure, underserved populations and/or specific industry sectors.
- *Attend meetings.* Committee members are expected to review meeting materials in advance and to attend CEDS Committee meetings. If a Committee member anticipates periodically missing meeting(s), an Alternate member can serve for a temporary or interim basis. The Committee member must let FRCOG staff know in advance if an Alternate will be attending.
- *Procedures.* When participating in meetings and to ensure the meetings are fair and orderly, Committee members are expected to follow common rules of parliamentary procedure.
- *Conflict of interest.* In their role, Committee members are serving a public interest and must observe applicable state laws. Members must complete an annual online Conflict of Interest Law training and certification, as required by the [State Ethics Commission](#).
- *Documents.* Committee members will oversee the creation of and will vote to approve the five-year 2020 Franklin County CEDS Plan by the end of June 2020, for submittal to the EDA Region 1 office by June 30, 2020. Committee members will also provide input and vote to approve four annual updates to the Plan from June 2021 through June 2024.