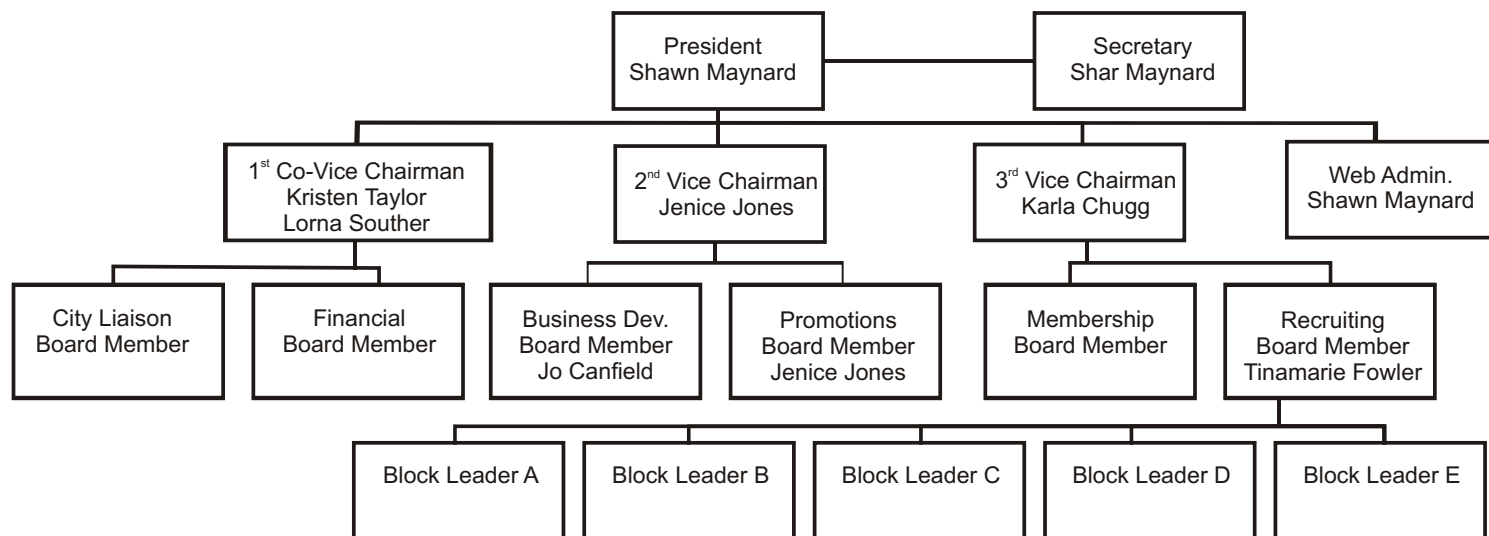


# North Ogden Business Alliance



## Administrative Responsibilities

**President** - Attend NVBA meetings quarterly. Attend weekly or monthly planning meetings. Conduct NVBA meetings. Make assignments & oversee progress in assignments. Represent the NVBA at North Ogden City Council Meetings.

**Secretary** - Take minutes at all NVBA meetings, both quarterly or as called. Carry out assignments given by President or other Board Members.

**1st Vice Chairman** - Attend NVBA meetings quarterly or as called. Oversee City Liaison and Financial Board Members. Carry out assignments given by President or other Board Members.

**2nd Vice Chairman** - Attend NVBA meetings quarterly or as called. Oversee departments of Business Development, and Promotions. Carry out assignments given by President or other Board Members.

**3rd Vice Chairman** - Attend NVBA meetings quarterly or as called. Oversee Membership and Recruiting Board Members. Carry out assignments given by President or other Board Members.

**Web Administration** - Attend NVBA meetings. Develop and/or Maintain NVBA web site. Keep information current and relevant to our purpose & mission. Work directly under the direction of the President

## Board Member Responsibilities

**City Liaison** - Attend North Ogden City Council meetings 2nd & 4th Tuesday each month. Attend NVBA meeting 3rd Tuesday quarterly and report back. Submit any items for the agenda for the City Council meeting by Thursday/Friday before the meeting.

**Financial** - Attend NVBA meetings quarterly. Oversee NVBA finances. Supervise Non-Profit status and requirements. Carry out other requests regarding to NVBA finances as assigned by the President or Vice Chair.

**Recruiting** - Attend NVBA meetings. Visit North Ogden City businesses and introduce the NVBA to them. Give a 'sales pitch' for the Alliance. Sign up new members and collect initial membership dues.

**Business Development** - work with local businesses to strengthen membership and keep members as part of the Alliance. .

**Promotions Board Member** - Attend NVBA meetings. Research and present promotional ideas to the Alliance members that could benefit the Alliance and the business members.

**Membership Board Member** - Attend NVBA meetings. Maintain current contact & business information about all NVBA members. Supply current information for use by the Web Administrator for the NVBA web site. Collect yearly Alliance membership dues. Compile and maintain contact and business information about all North Ogden Businesses by working with North Ogden City Business Licensing Department.

## Additional Member Assignments

**Block Leaders** are not members of the board in this capacity but are volunteers from our membership who help disseminate NVBA information to their areas of responsibility. Their requirement is to be a liaison between the NVBA and business leaders in their assigned area who are unable to attend NVBA meetings. They work under the direction of the Membership Board Member.

## Board Member Requirements

**Board Member requirements** - Must agree to attend at least 75% of meetings in coming year.

## Administrative Requirements

**Chairman requirements** - Must have attended 80% of meetings in previous year and be the owner of a North Ogden Business (with a storefront).

**President requirements** - Must have attended 80% of meetings in previous year and be the owner of a North Ogden Business (with a storefront) plus have served as a chairman the previous year.

### NOTE:

In exchange for their service, President and Vice Chairmen will receive Platinum membership during the terms of their service as such.

### Terms of Service:

President - 3 to 5 years

Chairmen - 2 years

President and Chairmen are to be nominated and elected by all those members in good standing and in attendance at the 1st quarterly meeting.

Member in good standing is defined as an active member who has attended 75% or more of the previous year's meetings.

Board Member positions are by appointment and are asked to serve in that position for at least 1 year or longer if agreed upon by the President and Chairmen.

## Membership

Membership in NVBA is open to any business in the Northern Weber County

**Member requirements** - Pay NVBA membership dues (basic or platinum). Open and respond to email and or surveys sent by NVBA. Attend as many meetings as possible.

## Membership Levels and Descriptions:

### Basic Membership: \$50

You're interests will be represented in the business community and with the city.

Meetings are held the 3rd Tuesday of January, April, June & October in the conference room of the North Ogden Cannery Center- while no meetings are mandatory- we request that you attend one per quarter. (if you choose not to attend meetings- you are welcome to forward any issues you'd like to see addressed via email to Shawn@Utah-air.com

**Monthly email updates** will be sent out to all members-

outlining current projects & our work with the City & the Business Development Committee.

**Your Business listing is included on this website in bold** and can be modified from that provided to us by the city.

**Coupons:** email your coupon to Shawn@utah-air.com and we will post it on the website and get it posted on the cities website. submit coupon in jpg format 6"x6" it will show on the website in approx 2"x2" but will open bigger

### Platinum Membership: \$100

#### Same as above +

**Your business listing on the website will be bold/colored and will link to your website:** in addition to potentially driving traffic to your website- this also helps your website standing with Google by adding links from other reputable website.

**Your business picture and name will be included in the slide show** on the front page of the spend it website.

**Your coupon will be included on our coupon page & will include a link to your website:** submit your coupon 6"x6" it will show on the website as approx 4"x4" and will link to your site or open as a larger image.

**Spend it newsletter:** periodically the NVBA will email a newsletter to all those that have subscribed via our website (both to businesses- and consumers) your coupon will be included in that email.

**The opportunity to participate** in NVBA generated, cross promotional opportunities. IE: pizza box coupons and Spend It Banners

### New Membership Packet:

**Spend It 1/4 page flyers** to pass out to customers to encourage the Spend It Locally message.

**10 Reasons to Shop Locally poster** to display in your business.

**NVBA sticker** to put on or by your store entrance to let people know you are a member of the North View Business Alliance and are working to better our community and help lower our taxes by shopping local as well as reminding customers to shop local.