



COMMUNITY LIAISONS POLICIES

1. Purpose

The purpose of the Community Liaisons (CL) to the Windsor Downtown Alliance (WDA) is to serve in an advisory capacity to the WDA Board of Directors (WDA Board) to assist the WDA Board with establishing a collaborative and constructive relationship between the WDA and the local community. The CL aims to ensure that community members have a platform to voice their opinions, concerns, and ideas regarding downtown development initiatives, while also facilitating effective communication and engagement between the WDA and the Windsor community.

2. Composition

- A. Members. The CL will consist of two members of the Windsor community, which may include Windsor residents, property owners or business owners.
- B. Appointment, Term. CL members will be appointed by the WDA Board. Appointments will be for a one-year term commencing on July 1 of the year of appointment and ending on June 30 of the following year, or such other dates as may be established by the WDA Board. CL members may serve more than one term if desired by the WDA Board.
- C. Removal or Resignation of CL Members. The WDA Board may remove CL members at any time in its discretion. CL members may resign at any time.

3. Responsibilities and Duties

- A. Advisory Role. CL members will serve as advisors to the WDA Board, providing input, suggestions, and recommendations related to downtown development plans, projects, policies, and programs.
- B. Community Outreach. CL members will actively engage with the local community, encouraging open dialogue and soliciting feedback on downtown development initiatives.
- C. Information Sharing. CL members will act as a conduit for information, ensuring that relevant updates, plans, and decisions made by the WDA Board are effectively communicated to the community. Similarly, CL members will gather community input and concerns and relay them to the WDA.
- D. Collaboration. CL members will collaborate with the WDA in the development of strategies, policies, and programs that align with the community's needs and aspirations. CL members will also explore opportunities for partnerships with local organizations and stakeholders to enhance downtown development efforts.

- E. Reporting. CL members will provide regular reports to the WDA Board summarizing the CL members' activities, community feedback, and recommendations. These reports should be provided at scheduled intervals or as required by the WDA Board.