

Economic Development Commission

Engagement Guidance

Representing the business community, advising the County Board



CONDUCT

Appointed by an elected official

Please enjoy the role you've been appointed to by bringing your expertise and experience to the discussion. We endeavor to leverage your involvement to move the needle on current or future EDC priority topics.

FOIA (Freedom of Information Act)

Under FOIA, any meeting attended by more than 2 EDC members must be noticed 3 days in advance of the meeting and must be open to the public. Feel free to socialize with each other, just don't discuss EDC business.

REPRESENTATION

In EDC meetings

You have been appointed because you bring knowledge, experience and expertise on issues and opportunities that are important to Arlington's business community. Your input is valued; prepare using pre-circulated agenda. Remember that our meetings are public and are recorded.

Outside meetings: Liaison

It is important for Commissioners to attend economic development functions in the community and region. Meet people and convey your interest in their Arlington experiences. Unless appointed by the Chair to represent EDC, in outside meetings your role as Commissioner is to listen and take back actions. If speaking at outside meetings, be clear that you are not speaking for the Commission.

Electronic Communications & Social Media

Inform your world that you are an EDC member (i.e. LinkedIn, Facebook, or your company newsletter). Share links about relevant events, opportunities and Thought Leadership. Remember that many of the EDC discussions are exploratory and often not ready for prime time, so use discretion when sharing. Any written statements should be indicated that they are not the views of the Economic Development Commission.

CHARTER

Provide counsel to the County Board on matters pertaining to Arlington County's general economic health. Full charter and business mission published [here](#).

INVOLVEMENT

This is an advisory board, not a working board. Your expertise may be leveraged in task forces, however in advising the County Board, we anticipate your primary involvement be in preparing for and attending Commission meetings.

Attendance is required: three absences per year, per role within EDC permitted.

Please be courteous and advise of any absences in advance.

TERM REQUIREMENT

Terms are for 3 years and are only available for renewal with County Board approval.

