

Arlington Economic Development Commission Charter

July 2014

Introduction: The Arlington Economic Development Commission (EDC) is created as an advisory body by the County Board of Arlington County, Virginia to provide counsel to the County Board on matters pertaining to Arlington County's general economic health.

Mission: The Economic Development Commission's primary responsibility is to advise and assist the Arlington County Board and Arlington Economic Development in carrying out Arlington's economic development strategy, as articulated in the Strategic Plan entitled "Arlington's Framework for Prosperity," and on such other issues and goals as may be deemed important and relevant by the County Board. This Mission is based on the following vision and objectives:

Vision:

Economic Development will not only sustain, but accelerate, the Arlington economy to add wealth, employment, and quality to the community.

Objectives:

1. Position Arlington as a regional, national and international world-class business and visitor location, and execute meaningful marketing activities.
2. Create leading-edge urban districts with abundant private investment opportunities.
3. Coordinate and provide support and resources to new and existing businesses, small and large.
4. Develop private sector partnerships at all levels to maximize economic development value.

Governing Documents: "Arlington's Framework for Prosperity" Economic Development Strategic Plan.

Functions and Scope: The EDC shall keep county and business community leadership apprised of issues and actions regarding the implementation of Arlington's economic development strategy.

Appointed Membership: The EDC shall be comprised of twenty-five (25) members. These members shall be business people drawn from a broad range of industry sectors and geographic areas of the County. The County Board will appoint and maintain a roster of members including:

Name
Business Affiliation and Title
Contact information

Members will be appointed for three--year terms, and with reappointment, shall be permitted to serve no more than six (6) consecutive years. All members serve at the pleasure of the Board.

EDC members are expected to serve a liaison function to interested parties in Arlington including any group who has formally submitted their name for membership. A member of the Commission who fails to attend three (3) EDC meetings in a single year without providing advance notice to the Chair, or staff, may be asked to resign his or her remaining term on the Commission. The Commission Chair, after consultation with the County Board liaison, shall notify the member if such an action is warranted.

Ex-Officio Membership: The President of the Arlington Chamber of Commerce will serve as an ex-officio member of the EDC.

Chair, Vice Chair and Committees: The County Board shall appoint a Chair to lead the efforts of the Advisory Group. Also, one member of the group may be appointed by the EDC to serve as Vice-Chair when the Chair is unavailable.

Committee Membership: The EDC Chair may create committees, as necessary, to accomplish specific EDC missions and the Chair shall appoint committee leadership. Committee membership may include persons who are not members of the EDC.

Staff Liaison: The County Manager shall appoint a member of staff from Arlington Economic Development to serve as liaison to the EDC.

Meetings: The EDC will meet as needed to adequately fulfill its role and responsibilities outlined in this charter. Meeting dates for the entire calendar year will be determined at Last meeting of the previous year. All meetings will comply with Virginia Open Meeting requirements and the Freedom of Information Act. Agendas and meeting minutes will be made available to the public in a timely manner. The Advisory Group Handbook provides additional information on the conduct of meetings as well as communication protocols that should guide all members in their advisory group work.

Reporting to the Board: The EDC will provide recommendations to the County Board about economic development. The EDC will at a minimum submit an annual report to the County Board after consultation with the Board Liaison. The EDC may, from time to time, be asked to provide comment at a regular Board meeting or Board work session. In addition, testimony from advisory groups on budget and capital spending priorities is always welcome. The Chair should consult with the staff liaison and review the published public hearing schedules.

Update of this Charter: From time to time, the EDC shall review this charter to assure that it meets current needs. Any requests for changes must be processed through the Board Liaison.