

# HEART OF CHESAPEAKE COUNTRY HERITAGE AREA (HCCHA)

## Management Board Descriptions

**HCCHA Mission (from Bylaws):** “The Heart of Chesapeake Country Heritage Area Management Board brings together officially designated city, town and county representatives, along with community and private sector representatives on a regularly scheduled basis for the purpose of enhancing the ability to effectively preserve Dorchester County heritage, market and develop heritage tourism in the Dorchester County Certified Heritage Area and improve the economic health of the area.”

**Management Board Membership:** The Management Board is comprised of at least eleven and no more than thirteen members as follows:

- Two members appointed by the Dorchester County Council at any regularly scheduled public meeting; these members shall be appointed in January and shall serve for a four-year term;
- One appointee from each of the six municipalities within the heritage area, including Cambridge, East New Market, Church Creek, Secretary, Hurlock and Vienna, who shall be a Council member, Mayor or designated representative of the municipality and shall serve for the duration of the term of the elected body;
- And three-to-five additional community representatives who shall be elected by the eight governmental representatives after notice of the pending appointment is published and nominations are received from any interested group or individual; at-large community members serve three-year terms with staggered expirations.

### **Management Board Responsibilities:**

- Setting priorities for implementation of the HCCHA Strategic Plan;
- Organizing partnerships, providing coordination;
- Applying for funding and grants on behalf of the Heritage Area;
- Acting as a conduit to the Maryland Heritage Area Authority (MHAA) for projects;
- Approving and prioritizing grant applications within the HCCHA for submission to the MHAA;
- Administering a mini-grants program, which provides funding to qualified Heritage Area non-profits and government entities;
- Recommending Heritage Area staff direction, in conjunction with and under the supervision of the Dorchester County Tourism Director and the Heart of Chesapeake Country Heritage Area Manager.

**Board Member Job Description:** Board membership is a voluntary commitment, without remuneration, and board members are expected to:

1. Regularly attend board meetings and important related meetings. At this time, the Management Board meets quarterly, with special meetings as needed. Every January, the newly established Management Board will set their meeting schedule for the upcoming year.
2. Assist with planning and participate in the Heritage Area’s annual awards event.
3. Commit to serve on committees as necessary.
4. Volunteer for and willingly accept assignments and complete them thoroughly and on time.

5. Stay informed about committee matters, prepare well for meetings, review and comment on minutes and reports.
6. Evaluate heritage-related grant applications twice (sometimes more) per year and help to communicate and promote HCCHA's mission and programs within Dorchester County.
7. Be alert to community concerns that can be addressed by HCCHA's programs.
8. Report back publicly each month to your organization or municipality on the activities of the Heritage Board

**Attendance: (*Section 3 of the Bylaws*):** Three consecutive absences from board meetings may demonstrate a lack of interest, and the member may be asked to resign, at which time a replacement will be appointed. Special exceptions may be granted for extenuating circumstances.