

**California Association for Local Economic Development
Committee Charter
for
Economic Development Finance & Real Estate Committee**

The California Association for Local Economic Development (CALED) board created the Economic Development Finance & Real Estate Committee (EDFRE) to further the economic development profession in California by providing leadership on the technical – often described as transactional – side of economic development through investigation, education, and advocacy of various economic development finance and real estate tools.

Authority and Responsibilities

Review, Synthesis, and Education for Benefit of the CALED Membership

The EDFRE Committee shall review existing or emerging economic development finance and real estate tools with a focus on implementation at the local level. This may result in the creation of reports, primers, and best practice documents that will be disseminated to the CALED membership and other stakeholders to educate and improve the use of these tools within California communities.

Policy Recommendations to the Board

Through the aforementioned work, the EDFRE Committee will share their findings with the board on economic development finance and real estate tools. The committee may also create policy and legislative recommendations for the CALED Board to consider. Any such items will be vetted through the committee with CALED CEO support and guidance to be submitted for approval by the CALED board.

Organization

Review of Charter

The CALED board will approve the initial EDFRE Committee Charter and review as needed moving forward. CALED staff or the board may suggest changes to the charter. If at any time the need for the EDFRE Committee is diminished or removed, the board may choose to disband the committee.

Membership/Structure

The EDFRE Committee shall consist of at least four members but no more than 15. The CALED staff will submit a Call for Committee Members to the CALED membership. Staff will review the submissions resulting from this Call for Committee Members and identify the initial committee members. Subsequent additions to the EDFRE committee will be identified by the CALED CEO/President or through a Call for Committee Members.

A current CALED Executive Committee Member will serve as chair, and at least two members of the committee must be board members or board advisors. Committee members should have experience working with economic development finance and real estate tools and be willing to share his/her expertise with the committee as well as the larger CALED membership. If a committee member does not participate in three consecutive meetings, he/she will be removed from the committee.

Staff Designee

The CALED CEO/President shall be staff to the EDFRE Committee or shall delegate this position to a CALED staff member.

Adopted May 8, 2018

Meetings

The EDFRE Committee will meet as needed but shall convene no less than once a year. Meetings will be called by the CALED CEO/President based on the current economic development climate in California and the development or introduction of new tools to be used to further economic development goals.

Agendas and Notes

The chair, in collaboration with the staff designee, shall be responsible for establishing the agendas for meetings. An agenda, together with relevant materials, shall be sent to committee members at least four days in advance of the meeting. Notes from all meetings shall be drafted by the staff designee and submitted to committee members for review and to memorialize the committee work.