



**ST. TAMMANY  
CORPORATION**

*The Economic Development Organization for St. Tammany*

## **St. Tammany Parish Development District seeks applicants to fill vacancy on Board of Commissioners**

The St. Tammany Parish Development District will accept and review resumes and questionnaires from applicants interested in serving on its Board of Commissioners to fill a vacancy from the time of nomination approval until December 31, 2025.

The District is a political subdivision of the State of Louisiana, created by the Legislature to foster business and economic development in St. Tammany Parish and operates under the Louisiana Code of Governmental Ethics.

All Commissioners must be qualified voters and taxpayers within St. Tammany Parish. The Board of Commissioners holds regular meetings, generally on the third Thursday of every month.

The position requires a commitment of time, submission of an annual Tier 2.1 Financial Disclosure, nondisclosure agreement, ethics training, family roster, sexual harassment prevention training, and a willingness to invest knowledge, expertise, and service.

Candidates of particular interest are those with expertise in economic development, business development, business management, legal, finance, real estate, transportation, logistics and advance manufacturing.

Candidate Application:

**<https://sttammanycorp.org/stpdd-board-candidate-application/>**

Resumes and cover letters, along with a completed Candidate Questionnaire and Application must be submitted by end of business Friday, February 10, 2023 to:

**[sdelong@sttammanycorp.org](mailto:sdelong@sttammanycorp.org)**

For more information, contact Sharon DeLong,  
Manager of Administration, (985) 809-7874

# **St. Tammany Parish Development District Board of Commissioners Candidate Application & Questionnaire Instruction and Overview Page**

## **Responsibilities of the Board of Commissioners**

Duties and responsibilities for the Board of Commissioners as established by its Practices and Procedures include:

1. Play a leading, proactive role in the District's strategic decision making, and in setting strong, clear strategic directions and priorities for all the District's operating units and programs.
2. Ensure that the District's image and relationships with key stakeholders are positive and that they contribute to the District's success.
3. Ensure that the District possesses the financial and other resources necessary to realize its visions and carry out its mission.
4. Strive to ensure that the Board's composition is diverse and that its members possess the attributes and qualifications required for strong leadership and governance.
5. Ensure that Board members are fully engaged in the governing process and that the resources they bring to the Board are fully utilized in governing.
6. Take accountability for its own performance as a governing body.
7. Work in close partnership with the CEO, ensuring that clear, detailed personal and organizational performance targets are set and annually evaluated.
8. Have the ability to attend at least 9 of the 12 regularly scheduled monthly meetings

**If a Commissioner is unable to meet these responsibilities and commitments, the Commissioner shall inform the Board President and resign from the Board of Commissioners of the St. Tammany Parish Development District.**

1. Please read the Responsibilities of the Board of Commissioners above and continue with the application/questionnaire process if you are willing to accept these responsibilities.
2. In the Fall of each year, a notice is posted in The Farmer notifying the public that applications are being accepted for thirty days.
3. After the application deadline, the Nominating Committee will schedule a meeting to review each application submitted. Candidates may be subject to or expected to appear before the Nominating Committee and/or the Board of Commissioners as a part of the nomination process.
4. All candidates will be asked to authorize the District to conduct a basic criminal background check. Any felony convictions or financial felony convictions will prohibit a candidate from completing the nomination process for service on the Board of Commissioners.
5. Submit completed application and questionnaire to Sharon DeLong, Manager of Administration, [sdelong@sttammanycorp.org](mailto:sdelong@sttammanycorp.org). Partial or incomplete applications/questionnaires submitted will not be considered for further review. For clarification on any instruction, please email Sharon, or call 985-809-7874.
6. Nominating Committee makes recommendations to Board of Commissioners, who then approve at its next regular meeting.
7. After approval by the Board of Commissioners, nominees must be present in person at the next available Parish Council meeting. Parish Council has final approval of all nominees.
8. Upon final approval, Oath of Office will be conducted at the next regular Board of Commissioner meeting.
9. New Commissioner Training will require approximately 4 hours of training and will be scheduled after Oath of Office is complete
10. Checklist:
  - a. ☐ Read Instruction & Overview Page
  - b. ☐ Complete and sign the candidate questionnaire and application
  - c. ☐ Submit both via email with a current bio or resume to [sdelong@sttammanycorp.org](mailto:sdelong@sttammanycorp.org)

# Board of Commissioners Candidate Application & Questionnaire

**Applicant Name:** \_\_\_\_\_

*Please feel free to use additional pages to complete this questionnaire.*

1. Are you a qualified voter and taxpayer within St. Tammany Parish?    \_\_\_Y   \_\_\_N
2. What is your interest in becoming a Commissioners for St. Tammany Parish Development District?
3. What is your definition of ‘economic development’?
4. What is your opinion about economic development in St. Tammany Parish?
5. How do you feel about the use of economic development resources, such as incentives, ITEP, PILOT programs ?
6. Please give a brief summary of your last 3 years of your involvement in business and/or community engagement:
  - a.
  - b.
  - c.
7. Are there life instances that would prevent you from meeting the time requirements for regular and special called meetings?
  - I Regular meetings usually the 3<sup>rd</sup> Thursday of each month               \_\_\_Y    \_\_N
  - II Special called meetings - could be any day/time                  \_\_\_Y    \_\_N  
Please detail:
8. Are you willing to commit to the time required for all annual required ethics trainings?
  - a Acknowledge receipt and agree to comply with the Louisiana Code of Governmental Ethics policy outlined                               \_\_\_Y    \_\_N
  - b Louisiana Dept. of Administration Ethics Training (1 hour)               \_\_\_Y    \_\_N
  - c Prevention of Sexual Harassment Training (1 hour)                       \_\_\_Y    \_\_N
  - d Complete and submit a Tier 2.1 Personal Financial Disclosure?               \_\_\_Y    \_\_N
9. Are you willing to sign a Confidentiality Disclosure Agreement?               \_\_\_Y    \_\_N
10. Have you personally, professionally, or in your business practice, ever received any business incentive or support from an economic development organization?               \_\_\_Y    \_\_N  
If yes, please explain:
11. Would you be willing to speak in a public meeting setting on the advantages of bringing a specific project to the Parish?

**St. Tammany Parish Development District  
Board of Commissioners Candidate Application & Questionnaire**

**Applicant Name:** \_\_\_\_\_

**Residential Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Company/Organization:** \_\_\_\_\_

**Phone/Cell:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Responsibilities of the Board of Commissioners**

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3. Ensure that the District possesses the financial and other resources necessary to realize its visions and carry out its mission.
4. Strive to ensure that the Board's composition is diverse and that its members possess the attributes and qualifications required for strong leadership and governance.
5. Ensure that Board members are fully engaged in the governing process and that the resources they bring to the Board are fully utilized in governing.
6. Take accountability for its own performance as a governing body.
7. Work in close partnership with the CEO, ensuring that clear, detailed personal and organizational performance targets are set and annually evaluated.  
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8. Have the ability to attend at least 9 of the 12 regularly scheduled monthly meetings

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By signing below, I certify that I am a qualified voter and taxpayer within St. Tammany Parish. I also certify that I have no felony convictions or financial felony convictions. Additionally, I certify that I will do my utmost to attend the monthly board meetings.

Furthermore, if appointed, I certify that I will submit the following requirements and acknowledgements:

- Annual Tier 2.1 Financial Disclosure
- Annual ethics training and submit certificate and a family roster to the District
- Annual preventing sexual harassment training and submit certificate to the District
- Acknowledge receipt of the Louisiana Code of Governmental Ethics Summary and agree to comply with the ethics policy outlined therewith.
- Sign a Confidentiality Disclosure Agreement
- Authorize the District to conduct a basic criminal background check

**Please include a current resume and/or biography.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Revised 01.05.23      Submission of this application does not guarantee appointment.*