

**Downtown Norfolk Association, Inc.**  
**Executive Board Officer Application**

Thank you for your interest in serving on the Executive Board of the Downtown Norfolk Association (DNA). Executive Board members play a vital role in guiding the direction, operations, and financial oversight of the Association. Please complete this application in full. Return to [info@theriverpoint.com](mailto:info@theriverpoint.com) by October 28, 2025.

**1. Applicant Information**

- Name: \_\_\_\_\_
- Business Name: \_\_\_\_\_
- Business Address: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you the **business owner** or an **authorized representative**?

- Owner
- Authorized Representative (please provide written confirmation from the business owner if not already on file)

**2. Position of Interest**

Please indicate the Executive Board position(s) you are interested in being considered for:

- President
- Vice President
- Secretary
- Treasurer
- At-Large Officer

**3. Experience and Qualifications**

- How long has your business been a member of the Downtown Norfolk Association?  
\_\_\_\_\_
- Describe your past or current involvement with DNA activities, committees, or events:  
\_\_\_\_\_
- List any leadership, board, or community service experience that may benefit the DNA:  
\_\_\_\_\_
- What skills or expertise (e.g., financial, marketing, organizational, legal, event planning) would you bring to the Executive Board?  
\_\_\_\_\_

**4. Commitment**

Serving on the Executive Board requires active participation, including:

- Attending monthly Executive Board meetings and membership meetings.
- Serving a **two-year term** beginning in October, with option for re-election.
- Overseeing committees, programs, and/or specific duties outlined in the By-Laws.
- Monitoring finances in coordination with accounting services and BID requirements.
- Supporting the full-time employee through supervision and evaluation.

Do you agree to fulfill these responsibilities?

- Yes  No

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**5. Conflict of Interest**

- Are you currently a member of the Vehicle Parking District (VPD) Board or Business Improvement District (BID) Board?  
 Yes  No  
*(Note: Per DNA By-Laws, Executive Board officers may not concurrently serve on VPD or BID boards.)*
- Do you have any potential conflicts of interest that may affect your service?  
 Yes (please explain): \_\_\_\_\_  
 No

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**6. Statement of Interest**

Please provide a brief statement (250 words or less) describing why you would like to serve on the Executive Board and what you hope to accomplish for Downtown Norfolk.

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**7. Acknowledgment**

I certify that the information provided in this application is true and accurate. I understand the duties and responsibilities of serving as an officer on the Executive Board of the Downtown Norfolk Association.

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

**For DNA Use Only**

Date Received: \_\_\_\_\_

Presented for Election:  Yes  No