



# Economic Development Authority

## Information for Effective EDA Appointments

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### Qualifications for an Effective Appointment

The ideal candidate is an exceptional leader with broad senior management and business experience in a midsize to large corporation or industry. In addition, the EDA member should be a visionary with innovative ideas and insight on new and/or emerging industries. Each member should successfully demonstrate the ability to network, build meaningful relationships, and effectively communicate the mission of the Smyth County Economic Development Authority.

The EDA member should possess a high level of initiative, interpersonal and cultural sensitivity, creative and flexible problem-solving skills as well as a strong business and political acumen to work effectively with citizens, elected officials, and external businesses and government agencies. The ideal candidate should be able to demonstrate superior leadership qualities based on prior experience and proven accomplishments in the business field.

Further, the prospective member must have a strong knowledge of business creation and development in an effort to identify with current and prospective business owners.

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### Mission Statement

The Smyth County Economic Development Authority is a local government agency serving the County residents by carrying out the Board of Supervisors' vision and policies for economic development in Smyth County.

The Authority's mission is to improve the quality of life throughout Smyth County by encouraging positive economic growth that 1) creates meaningful career opportunities for County residents, 2) expands the commercial tax base to support the delivery of vital public services and 3) works to promote and enhance the County citizens quality of life.

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### Point of Contact

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### Duties of Members

*For a full list of powers and duties please refer to the EDA's By Laws*

- **Chairman:** Shall preside at meetings of the Smyth County EDA, call special meetings and elections, be an ex-officio member of all committees established by the EDA, execute any documents or instruments which the EDA has authorized, and in general shall perform duties to the office of Chairman and such other duties as may be prescribed by the EDA.
- **Vice Chairman:** Shall preside at meetings on request of the Chairman, or in the absence of the Chairman perform the duties of Chairman.
- **Secretary:** Keep or assign an assistant to take and keep accurate minutes of the EDA meetings, all notices be duly given, call meetings to order in the absence of the Chairman and Vice Chairman to conduct an election for temporary presiding officer for that meeting.
- **Treasurer:** Keep suitable records of all financial transactions of the Authority and to make these records available for the EDA, Board of Supervisors and the public for inspection, to have charge and custody of all funds and be responsible for their investment and deposit in the name of the Authority when authorized by the EDA.

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### Term & Meeting Frequency

- Each member is elected to a four year term aligned with the Board of Supervisor member whom they were appointed by.
  - The Smyth County EDA meets on the third Wednesday of every month at 3:30pm
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