



Board Member Job Description

I. Requirements

- A demonstrated interest in the organization's mission and goals
- Commitment to contribute 4-10 hours minimum a month to the program. Board members are expected to attend monthly meetings as well as participate on at least one of the standing committees
- Willingness to expand knowledge or board responsibilities through orientation and ongoing training
- Participate in fundraising and activities while representing the organization to the community in a positive manner

II. Board Responsibilities

- Governing the entire organization
- Establishing program policy for the standing committees
- Maximizing volunteer involvement in the downtown revitalization effort
- Collectively, making decisions on program direction and monitor progress on a regular basis
- Overseeing and directing the work of the Main Street Coordinator
- Responsible for fulfilling the legal and financial requirements in the conduct of its business affairs as a nonprofit organization
- Primarily responsible for raising money for the program and supporting the work of the committees by volunteering time and expertise

III. Individual Responsibilities

- Learn and promote the purpose and activities of the local downtown revitalization organization, and the Main Street approach whenever appropriate and possible
- Attend regular monthly meetings of the board or notify Chair or Vice-Chair when absence is necessary
- Actively participate in at least one committee
- Stay informed about the purpose and activities of the downtown program in order to effectively participate in Board decisions and fulfilling responsibilities
- Actively participate in specific activities or projects promoted by the Board which may include:
 - Fundraising
 - Membership recruitment
 - Representation on behalf of the program at meetings and/or events
 - Attending training and workshops