

Main Street Program

SAMPLE BOARD OF DIRECTORS JOB DESCRIPTION

- Position:** Board of Directors (13 members)
- Location:** Office address:
- Schedule:** Monthly meetings held the second Thursday of the month from 3:00 – 5:00 p.m.
at _____.
- Term Length:** Directors are appointed for three-year terms, with two consecutive terms maximum service length.
- Responsibilities:** Collectively, the Board of Directors assumes legal and philosophical responsibility, and establishes policy, for all activities of the Main Street Program. Board members provide leadership for the program, raise operating and capital funds, participate in committee assignments, and serve as advocates of downtown revitalization. Board members represent the larger view of why downtown revitalization is crucial for the entire community.
- Board members should demonstrate interest in the Main Street Program’s purpose and goals, and have specific experience in or knowledge of administration, finance, program development, advertising, public relations, downtown business activity, communications, design, or economic development. Each Board member should be willing to commit 4 – 10 hours per month, excluding meetings.
- Tasks and Requirements:**
1. Attend a half-day Board Member Orientation.
 2. Attend the monthly Board of Directors meetings, missing no more than two meetings per year.
 3. Serve on a Committee and attend Committee meetings.
 - Executive Committee
 - Organization Committee
 - Promotion Committee
 - Design Committee
 - Economic Restructuring Committee
 4. Oversee planning and fiscal control for the Main Street Program and Program.
 5. Ensure that objectives and activities are consistent with the Program’s goals and objectives.
 6. Review Program plans and budget, and evaluate Program effectiveness.
 7. Advocate for the Main Street Program.
 8. Ability and willingness to raise monies for operation of the Center.
 9. Attend state Main Street events such as leadership meetings, awards programs and/or conferences.