



## MAIN STREET BOARD JOB DESCRIPTION

**POSITION** Sealy Main Street Board of Directors

**MEETING LOCATION** Sealy EDC, 313 Main Street

**SCHEDULE** Meetings are every 2<sup>nd</sup> Monday of the month from 5:30-6:30pm

**TERM LENGTH** 2 years

**DESCRIPTION** 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/task force assignments, and serve as advocates of downtown revitalization. Board members represent the larger view of why downtown revitalization is crucial for entire communities. We use the Main Streets approach of organization, promotion, design, and economic vitality to work on revitalizing the district.

**RESPONSIBILITIES & REQUIREMENTS**

- Attend a 1 hour orientation. Request a tour of the buildings downtown if you would like.
- Attend the monthly meetings missing no more than 3 meetings in a row.
- Serve on a committee and attend committee meetings
- Chair or serve on a subcommittee and attend those meetings
- Everyone asked to serve on the board should be willing to take on a leadership role if asked
- Oversee planning and fiscal control of the Main Street
- Ensure objectives and activities are consistent with the program's goals and objectives
- Review program plans and budget and evaluate effectiveness
- Advocate for the Main Street program- Tell people what you're doing -Keep in mind that you are a spokesperson for the organization

- Facebook
- Civic Organization
- City council meetings
- Face to face
- Invite and ignite people to feel comfortable becoming involved
- Ability and willingness to raise money for the program
- Attend most Main Street events

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**WORK LOAD**

Main Street Boards are working boards-individuals giving 5-10 hours per month. Meetings + activities (work done between meetings)

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**POSITIVE LEADERSHIP ASSETS**

- Proves ideas and is visionary
  - Dedicated/Committed
  - Inspires others to take ownership of projects and initiatives
  - Remains objective and open to new ideas
  - Supportive to Staff
  - Good communicator- as well as listener
  - Informed and learning
  - Do what you say, say what you do
  - Good meeting facilitator
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