



## **MAIN STREET BOWIE BOARD OF DIRECTORS**

Main Street Bowie's board consists of up to 15 Directors who attend the organization's bi-monthly board meetings and serve on committees. Directors also have the opportunity to serve as committee chairmen and board officers.

### **General Purpose of the Board**

The board is responsible for assisting in policy, review of the annual program budget, and determining the goals of the program. The board should be representative of the community, lending support to the local Main Street program and coordinator. The board should also be an advocate of downtown revitalization.

### **Board Expertise and Skills**

Each board member should have or provide one or more of the following:

- A demonstrated interest in the program's purpose and its goals.
- Knowledge of and/or experience in areas such as administration, finance, program development, advertising, public relations, downtown business activity, volunteerism, civic work, fundraising, special events, design, and economic development.
- Representation of a public or private organization in the community or a segment of the community that is important in accomplishing Main Street's goals.
- Four to ten hours per month of time available to be given to the Main Street Program.

### **Major Responsibilities**

The board members are jointly responsible for:

#### **Policy Administration**

- Ensuring that the program fulfills its commitment to the community in areas of standards and policy.
- Adopting and administering bylaws.
- Adopting policies that determine the program's purposes, governing principles, functions and activities, and courses of action.
- Developing a partnership with the City of Bowie staff and city council, and respecting their decisions in an effort to build community consensus.
- Working as a cohesive group to resolve conflict of opinion on decision matters that relate to the board as a whole.

#### **Finance**

- Approving and monitoring the finances of the program within the approved budget.
- Helping raise sufficient funds to ensure that the program can meet its objectives.
- Developing a self-audit system.
- Educating community and city council about budget needs.

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### **Public Relations**

- Understanding and interpreting the program's work to the community.
- Relating the services of the program to the work of other organizations and agencies.
- Giving sponsorship and prestige to the program and inspiring confidence in its activities.
- Serving as advocates of economic development through historic preservation in the downtown area.
- Promoting the local heritage of the community.

### **Evaluation**

- Regularly reviewing and evaluating the program's operations and maintaining standards of performance.
- Monitoring the program's activities.
- Counseling and providing good judgment on plans adopted by committees and the program coordinator.

### **Personnel**

- Participating in the recruitment, recommendation and development of individuals to serve on the board.
- Encouraging and supporting the efforts of the Main Street coordinator.

### **Individual Standards**

A responsible Main Street board member:

- Supports board decisions, even when he or she may disagree with the majority decision.
- Understands the mission of the Main Street program and promotes its goals and activities to his or her own constituent groups and the community as a whole.
- Attends board meeting and adheres to the bylaws of the organization.
- Participates in ongoing training that pertains to board member responsibilities and goals of the program.
- Contributes one or more of the following: knowledge, financial resources, or labor to the Main Street program.
- Respects the need for the Main Street coordinator to report to only one "boss."
- Offers opinions honestly, without reservation and in a constructive way.
- Does not commit more time to the Main Street program than he or she can realistically afford.
- Delegates responsibilities to committees when appropriate.
- Promotes unity within the organization and seeks to resolve internal conflicts.
- Encourages orderly, systematic and incremental implementation of the Main Street program's work plan, discouraging the board from being distracted by secondary issues or projects not included in the program's annual agenda.
- Encourages staff and other board members to express their opinions openly in board meetings.
- Is loyal to the program and honors his or her commitment to it.
- Understands that their actions in public are directly linked to the perception of the program.

### **Other Requirements**

- All board members must attend the bi-monthly board meetings **OR** call the Main Street office or board president prior to the board meeting to indicate they are not able to attend. Failure to call prior to the meeting means an unexcused absence, and a board member is subject to removal if they have three consecutive unexcused absences.
- All board members must serve on at least one committee.

**Source: Local guidelines and *Main Street Guidelines: Board Member's Handbook*, National Trust for Historic Preservation & local policies**