

Cambridge Main Street Board Member Job Description

Collectively, the Cambridge Main Street Board assumes legal and philosophical responsibility for all activities of the Main Street program. The Board is solely responsible for establishing program policy, approving the annual program budget and determining the goals of the program. The Board may delegate some of its duties to an executive committee or other committees. Members are usually expected to serve on one or more of the committees of the Main street program.

Job Requirements

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

- A demonstrated interest in the program's purpose and its goals
- Specific experience in and/or knowledge of administration, finance, program development, advertising, public relations, downtown business activity, communications, design, or economic development.
- Representation of a public or private sector organization in, or segment, of the community.
- 8 – 10 hours per month of available time.

Major Responsibilities

The Board members are jointly responsible for:

Policy Administration:

- Establishing and/or continuing the legal existence of the program
- Ensuring that the program fulfills legal requirements in the conduct of its business and affairs.
- Adopting and administering code of Regulations.
- Adopting policies which determine the purposes, governing principles, functions and activities, and course of action for the program.
- Assuming responsibility for internal policies governing the program.
- With the executive director, developing an annual work plan of goals, objectives, and activities for the program.

Finance:

- Approving and monitoring the finances of the program
- Helping raise sufficient funds to ensure that the program can meet its objectives
- Authorizing and approving an annual audit
- Assuming responsibility for all expenditures necessary for the operation of the program (other than those responsibilities delegated by the Board to the executive director.)

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.
- Maximizing volunteer involvement in the downtown revitalization effort.

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 of committees and of the executive director.

Personnel:

- Selecting, hiring, and evaluating the executive director.
- Approving policies governing personnel administration;
- Participating in the recruitment, selection, and development of Board members as advised by the nominating committee.

Individual Standards

A responsible Main Street program Board Member:

- Supports Board decisions, even when he or she may differ personally with the majority decision.
- Understands the mission of the local Main Street program and promotes the goals and activities of the program to his or her own constituent groups and to the community as a whole.
- Attends minimum of 75% of monthly Board meetings
- Actively participate on task forces as necessary as well as one standing committee or other designated post.
- Actively participates in specific activities or projects promoted by the Board which may include: fundraising, membership recruitment and representation on behalf of the program at meetings and/or events – Attends as many as possible of the training programs and workshops held each year by the state and national Main Street program.
- Contributes knowledge, financial resources, and labor to the Main Street program.
 - a. Respects the need for the executive director to report to only one "boss"
 - b. Offers opinions honestly, without reservation and in a constructive way.
 - c. Does not commit more time to the Main Street program than he or she can realistically afford.
 - d. Delegates responsibilities to committees when appropriate.

- Promotes unity within the organization and seeks to resolve internal conflicts.
 - a. Encourages orderly, systematic, and incremental implementations of the local program's work plan, discouraging the Board from being distracted by secondary issues or projects not included in the program's annual agenda.
 - b. Encourages staff and other Board members to express their opinions openly in Board meetings.
 - c. Is loyal to the program and honors his or her commitment to it.