



AYDEN MAIN STREET PROGRAM BOARD OF DIRECTORS MEMBER DESCRIPTION

The Board of Directors assumes legal and philosophical responsibility for the Main Street Program's activities. As a Board Member, you are part of the group that guides the Program and advocates for its mission. Part of those responsibilities includes attending meetings, reviewing annual budgets, creating work plans, and analyzing the program's impact. Being on the Board also includes responsibilities to fundraise, to recruit volunteers, and to make connections with others in the community to ensure that all voices are represented and benefit from the Main Street Program's work.

The Full Board's Responsibilities:

1. Establish policies and procedures.
2. Follow the organization's bylaws and articles of incorporation and maintain best non-profit, 501 (c) 3 practices.
3. Secure adequate funding through fundraising activities, soliciting donations, and local government requests.
4. Monitor finances.
5. Participate in the development of an annual Work Plan.
6. Support the Main Street Program's officers and board of directors.
7. Approve candidates for the Main Street Program's board of directors and elect officers of the board annually.

Individual Board Member's Duties:

1. Attend all board meetings and follow attendance policy as described in the Board Member Forms (reference below).
2. Attend committee meetings and activities, including special events and board training and planning sessions.
3. Become knowledgeable about the National Main Street Program and Ayden's Main Street Program.
4. Come to board meetings well-prepared and well-informed about issues on the agenda.
5. Contribute to meetings by expressing your point of view.
6. Consider other points of view, make constructive suggestions, and help the board make decisions that benefit the organization.
7. Serve on at least one committee.
8. Approve, review, and monitor committee work plans and progress.
9. Be an ambassador and represent the Main Street Program to individuals, the public and other organizations.

10. Assume board leadership roles when asked.
11. Keep the Executive Director and Board informed about any concerns the community has.
12. Be committed to the mission of the Main Street Program and the greater vision for the community and for downtown Ayden.
13. Publicly support the decisions of the board once adopted, even if the board member does not individually agree with the decision.
14. Agree to adhere to the Code of Ethics and Conflict of Interest Policy.