Board Member Responsibilities & Expectations

Responsibilities:

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 bylaws.
- Adopting policies that determine the program's purposes, governing principles, functions and activities and courses of action.
- 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 review of finances.
- 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.

Board Member Responsibilities & Expectations

- 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.

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 Executive Director.

Personnel

- Selecting, hiring and evaluating the Executive Director.
- Approving personnel administration policies.
- Participating in the recruitment, selection and development of individuals to serve on the board of directors as advised by the nominating committee.

Expectations of a Board Member:

- Contributes knowledge, financial resources, or labor.
- Supports board decisions, even when they may disagree with the majority.
- Understands the organization's mission.
- Educates and builds consensus among their own constituencies and the community.
- Attends meetings and training.

MAINSTREET OF FREMONT

Board Member Responsibilities & Expectations

- Offers opinions honestly, constructively, and without reservation.
- Promotes unity within the organization and seeks to resolve internal conflicts.
- Is loyal to the effort and honors their commitment to it.
- Serves on 1 or more committees or task forces and attends committee meetings.
- Strives to attend 75% of board meetings. (9 meetings a year minimum, out of 12 total.)
- Strives to volunteer/help to host at least 2 events hosted by the organization.

Board Member Printed Name: _____

Board Member Signature:_____

Date: _____