



2025 KIOWA MAIN STREET BOARD OF DIRECTORS MEMBER JOB DESCRIPTION

Board member

Requirements

Board members should be prepared to make a financial commitment and contribute 5-10 hours a month to the program. Downtown revitalization program boards typically meet once or twice a month for 60 to 90 minutes.

Board Responsibilities

The board has the final responsibility for the success or failure of the downtown revitalization program. It is responsible for all of the finances of the organization and establishes program policy. The board is responsible for maximizing volunteer involvement in the downtown revitalization effort. Collectively, the board makes decisions about the program's direction and monitors progress on a regular basis. It sets priorities and makes decisions about the program's political stance. It oversees the work of the Main Street Manager; has the primary responsibility for raising money for the program and supports the work of volunteers by volunteering time and expertise in support of their efforts. The board of directors is also responsible for fulfilling the legal and financial requirements in the conduct of its business affairs if a nonprofit organization.

Individual Responsibilities

- To learn about and promote the purpose and activities of the local downtown revitalization organization, and the Main Street Approach® whenever appropriate and possible.
- To attend regular monthly meetings of the board or to notify staff when absence is necessary.
- To actively participate in specific activities or projects promoted by the board which may include:
 - Fundraising
 - Membership recruitment

- Representation on behalf of the program at meetings and/or events
- Attend trainings and workshops
- To make an annual membership contribution (if applicable)
- To stay informed about the purpose and activities of the downtown program in order to effectively participate in board decisions and fulfilling responsibilities.

President

Requirements (above and beyond regular board member):

- 8 - 10 hours per month above and beyond that of a regular board member.

General Description

The president serves as a link between the board of directors and the Main Street Manager. He/she assists the Main Street Manager in defining priorities and directions based on the published goals of the organization, Colorado Main Street staff recommendations, and board policies. The president acts as a link between the organization and the community, serving to explain the program to the public, helping to involve new people in the program, and rallying support. The president also oversees the organization in a functional way, guiding and facilitating the working relationships within the local Main Street program.

Major Job Elements

- Communication with the board, community, and the Main Street Manager
- Coordination within organization so as to facilitate the decision-making process
- Delegation of responsibility within the organization
- Monitoring accountability of the organization
- Supervising the performance of the Main Street Manager

Other Job Elements

- Assists the Main Street Manager in determining the board meeting agenda
- Chairs board meetings using Robert’s Rules of Order
- Calls special meetings when necessary

Area of Major Time Commitment: Communication with the board, the community, and the Main Street manager

Area of Greatest Expected Impact: Monitoring accountability

Anticipated Results:

- Active participation by the membership
- Positive image of the organization
- Cohesiveness within the organization

Basic Skill and Value Requirements:

- Good leadership, team building, and management skills
- Strong verbal and written communication skills, including good listening skills
- Flexible and open-minded
- Sensitive to cultural, religious, and ethnic diversity
- Strong belief in the mission statement and principles guiding a downtown revitalization program and a willingness to support them
- Good understanding of the Main Street Approach® and willingness to be an ambassador of the concept
- Realistic understanding of the commitment of time and energy it takes to hold an officer's position
- Ability to facilitate meetings in an open way so that board members can work through differences and come to consensus

Vice President

Requirements (above and beyond regular board member):

- 4-8 hours per month above and beyond that of a regular board member

General Description:

The vice president's role is that of support for the president. He/she shares the presidential responsibilities as delegated by the president, working in whatever capacities the president and vice president deem to be the most beneficial to the organization. These capacities should be written up in the form of a temporary job description on a year-by-year basis. The vice president performs the duties of the president when the president is unable to do so.

Major Job Elements: Determined each year

Basic Skill and Value Requirement:

The vice-president should have:

- Good leadership, team building, and management skills
- Strong verbal and written communication skills, including good listening skills
- Flexible and open-minded
- Sensitive to cultural, religious, and ethnic diversity
- Strong belief in the mission statement and principles guiding a downtown Revitalization program and a willingness to support them
- Good understanding of the Main Street Approach® and willingness to be an ambassador of the concept
- Realistic understanding of the commitment of time and energy it takes to hold an officer's position

Secretary

Requirements (above and beyond regular board member):

- 4-8 hours per month above and beyond that of a regular board member

General Description:

The secretary serves as the primary record keeper of the organization. He/she is responsible for transcribing the minutes at each board meeting and preparing an "official" copy for approval by the board of directors.

Major Job Elements: Record keeping:

- Transcribes minutes at board meetings
- Prepares "official" copy of minutes for Main Street Manager within two weeks after board meetings
- Maintains these documents in a form that is at all times accessible to board members and the Main Street manager, and that is carried to board meetings for use as a historical reference of the organization's discussions and actions

Other Job Elements: Determined each year

Area of Major Time Commitment: Record keeping

Basic Skill and Value Requirement:

- Strong verbal and written communication skills, including good listening skills
- Flexible and open-minded
- Sensitive to cultural, religious, and ethnic diversity
- Strong belief in the mission statement and principles guiding a downtown revitalization program and a willingness to support them
- Good understanding of the Main Street Approach® and willingness to be an ambassador of the concept
- Realistic understanding of the commitment of time and energy it takes to hold an officer's position

Treasurer

(Note: The task of paying bills and running reports can be subcontracted to a local accounting firm.)

Requirements (above and beyond regular board member):

- 4-8 hours per month above and beyond that of a regular board member

General Description:

The treasurer is responsible for fiscally monitoring the program. This includes keeping all financial records up to date. The treasurer is ultimately responsible for seeing that the bills of the organization are paid in a timely manner. Major Job Elements:

- Timely payment of any organizational debts incurred, including all taxes due
- Preparation of a monthly financial report to the board which should be submitted to the Main Street Manager for inclusion with the minutes of the meeting for the month following the reporting period. This should be submitted within two weeks of the following monthly board meeting.
- Maintain all financial books and records in an auditable format according to standard accounting practices

Other Job Elements:

- Maintains a complete set of financial records for the organization
- Provide financial information on request

Area of Major Time Commitment: Preparing monthly financial statements

Area of Greatest Expected Impact: Keeping the board informed of the organization's financial status

Anticipated Results:

- Clear and accurate picture of the organization's financial status
- Financial decisions can be made in a timely and efficient manner

Basic Skill and Value Requirement:

- Good understanding of accounting principles and financial management
- Strong verbal and written communication skills, including good listening skills
- Flexible and open-minded
- Sensitive to cultural, religious, and ethnic diversity
- Strong belief in the mission statement and principles guiding a downtown revitalization program and a willingness to support them
- Good understanding of the Main Street Approach® and willingness to be an ambassador of the concept