

Uptown Westerville, Inc.

Uptown Main Street Board Member Job Description

Updated October 7, 2016

The Uptown Main Street Board oversees all aspects of the Main Street program. The board develops policy and direction for the following areas: administration/human resources, finance, fund raising, public relations, and events.

Basic Board Requirements

- Passionate about Uptown Westerville
- Able to give a time commitment of 10-15 hours per month
- Serve on at least one committee as part of my role
- Attend board meetings, committee meetings and membership meetings
- Bring pertinent expertise to the table in: accounting, legal, fundraising, marketing, volunteer management, event planning, organizational development and non-profit management
- Willing to lobby for policies, legislation or partnerships at the local or state level
- Generate \$5000 annual revenue: Memberships / Fundraising / Sponsorships

Major Responsibilities

The Board members share responsibilities in these key areas:

Administration/Human Resources

- Actively recruiting members and maintaining board status.
- Develop and maintain by-laws and internal policies.
- Selecting, hiring and evaluation of the Main Street Director.

Finance

- Ensure financial accountability of the organization.
- Develop and maintain fiscal budget.
- Develop and maintain avenues of revenue.

Fund Raising

- Recruit active sponsors
- Willing to raise funds for the organization and make a financial contribution to the organization to the best of my ability.
- Develop and meet goals based on fiscal budget goals.

Public Relations

- Develop goals that the organization wants to accomplish throughout the community.
- Create understanding of the organization and develop relationship between the community and organization.
- Promote economic development through historic preservation and community development.

Events

- Develop and promote community and fundraising events.
- Encourage and promote community and board attendance at events.
- Seek out volunteer participation for each event.
- Gather event feedback and actively improve events to suit needs.