

## BOARD OF DIRECTORS POSITION DESCRIPTION

*A local Main Street program's board of directors should be a strong, working board capable of developing and implementing policy to create positive change. The success of a commercial revitalization effort depends largely on the board's ability to identify and mobilize resources, build volunteer support, develop new leadership, and maintain clear focus on the district's needs and opportunities.*



### BOARD ROLES & RESPONSIBILITIES:

- Legally responsible for Beautiful Downtown Lewiston (BDL)
  - o Policy makers - articles of incorporation, bylaws, licenses, personnel policies
- Fiscally responsible for BDL's sustainability
  - o Annual budget, insurance, fed/state reports, audits, etc.
  - o Ensuring public and private sector commitment to the program
  - o Supporting the program personally
- Planning/Program Direction
  - o Work plan approval/advocacy/public relations
  - o Staff management, successions & transitions
  - o Active in implementation
  - o Program evaluation

### BOARD MEMBER ELIGIBILITY, ELECTION AND TERM LIMITS

- BDL welcomes board member applicants representing diverse interests in the revitalization of downtown Lewiston, including downtown property owners, business owners and employees, residents, representatives of public agencies and interested community members
- Board applicants will be considered by the board of Directors and elected at either the Annual Meeting or by a simple majority of the Board of Directors when filling a vacancy
- BDL's Bylaws limits board members to two three-year terms before requiring a board member to sit out one year

### BOARD MEMBER EXPECTATIONS:

- BDL asks that its board members use the "Rule of Three" as guidelines:
  - o Board members should represent the organization at three non-Board BDL events each year
  - o Board members should bring three new people into the organization's network, as volunteers, committee members, sponsors, donors or other resources
  - o Board members should support BDL by making sure that BDL is in their top three of charitable giving each year
- BDL board members, on average, contribute five hours per month to meetings and activities, in the following way:
  - o Monthly Board meetings: One monthly board meeting, with the meeting packet mailed in advance of the meeting (generally 1 to 1.5 hours in length)
  - o One committee meeting (see below)
  - o Occasionally volunteer for additional tasks or events
- BDL board members raise funds for the organization in the following ways:

- Advocating for funding from public agencies
- Assisting with the development of grant applications to support the organization's mission statement and activities
- Supporting the organization's charitable giving donation monetarily and in their circle of impact
- Selling one table of eight seats to each year's Price is Right *Downtown* fundraiser

#### BDL COMMITTEES

- Each BDL board member must also participate in one of BDL's committees to provide an additional conduit of information between the organization's volunteer base and the leadership.
- Committee representation may include:
  - Design Committee
    - Artwalk Committee
  - Economic Vitality Committee
    - Live Downtown Committee
    - Business Recruitment Committee
    - Holiday Promotions Committee
  - Organization Committee
    - Price is Right *Downtown* Committee
  - Promotions Committee
    - Wedding Walk Committee
    - Sound Downtown Committee
    - Pumpkin Palooza Committee
    - Barge In Festival Committee

***Beautiful Downtown Lewiston's mission is to create a vital and inviting downtown district in Lewiston which promotes quality business, cultural and community growth.***

***As a Beautiful Downtown Lewiston board member, you are instrumental in the development of one of our community's greatest assets: our downtown district.***