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## **Main Street Gardnerville Program BOARD OF DIRECTORS - JOB DESCRIPTION**

- Position:** Board of Directors (8 members, 1 Town Liaison)
- Location:** Main Street Gardnerville 1407 US Hwy 395 N Gardnerville, NV 89410
- Schedule:** Monthly meetings held the third Tuesday of the month beginning at 5:30pm
- Term Length:** Directors are appointed for three-year terms.
- Responsibilities:** Collectively, the Board of Directors assumes legal and philosophical responsibility, and establishes policy, for all activities of the Main Street Program. Board members provide leadership for the program, raise operating and capital funds, participate in committee assignments, and serve as advocates of downtown revitalization. Board members represent the larger view of why downtown revitalization is crucial for the entire community.

Board members should demonstrate interest in the Main Street Program's purpose and goals, and have specific experience in or knowledge of administration, finance, program development, advertising, public relations, downtown business activity, communications, design, or economic development. Each Board member should be willing to commit 40 hours per month, excluding meetings

### **Tasks and Requirements:**

1. Attend a half-day Board Member Orientation.
2. Attend the monthly Board of Directors meetings, missing no more than two meetings per year.
3. Attend the annual special meetings and training once a year.
4. Chair or serve on a Committee or sub-committee and attend those committee meeting(s).
5. The four Standing Committees are
  - Design Committee
  - District Vitality Committee
  - Organization Committee
  - Promotion Committee
  - The 4 sub-committees are
    - Heritage Park Garden (Design)
    - Flower Committee (Design)
    - Wine Walk (Promotion)
    - Coffin Races/Fall Fest (Promotion)
    - Revolving Loan (Organization)
6. Invest a minimum of 40 hours per month in the future of our downtown.
7. Oversee planning and fiscal control for the Main Street Program.
8. Ensure that objectives and activities are consistent with the Program's goals and objectives.
9. Review Program plans and budget and evaluate Program effectiveness.
10. Advocate for the Main Street Program.
11. Demonstrate an ability and willingness to raise monies for operation of the Program.
12. Attend state Main Street events such as leadership meetings, awards programs and/or conferences. And one National Main Street Conference during your three-year term.