

Uptown Main Street

Board Application

Contact Information

Name	
Organization/Title	
Street Address	
City, State, Zip Code	
Phone	
E-Mail Address	

Board/Volunteer Experience

Skills and Knowledge

Tell us what skills and knowledge you will contribute to the board.

Accounting/Financial Management

Analytics

Board Processes/Procedures

Fundraising

Leadership

Legal Expertise

Marketing

Motivation

Non-profit Management

Personnel Management

Public Relations

Strategic Planning

Team Player

Visionary

Other

Why are you interested in serving on Uptown Main Street's Board and what would you like to see the board accomplish for Uptown Westerville?

Feel free to attach additional pages, resume or any materials you feel would be helpful.

Uptown Main Street Board Member Job Description

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
- Bring pertinent expertise to the table in: accounting, legal, fundraising, marketing, volunteer management, event planning, organizational development and non-profit management.
- Willing to raise fund for the organization and personally invest
- Willing to lobby for policies, legislation or partnerships at the local or state level.

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
- 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.