



**Main Street Advisory Board  
Accountability Agreement  
2021-2022**

**Purpose of Board Position**

The Main Street Advisory Board, with staff assistance, is responsible for determining the annual goals and action plan of the board, as well as carrying out the projects that accomplish the annual goals and projects.

**Board Requirements**

Each board member should have or provide one or more of the following:

**Policy Administration**

- A demonstrated interest in the Stephenville Main Street Program's mission, vision and goals
- With the Main Street manager, developing an annual action plan of goals, objectives, and activities for the Main Street Board

**Volunteers**

- Participating in the recruitment and development of individuals to serve as volunteers on committees and/or apply for the advisory board

**Public Relations**

- Giving sponsorship and prestige to the program and inspiring confidence in its activities
- Serving as advocates of economic development through historic preservation and heritage tourism throughout the community and beyond
- Understanding and interpreting the program's work to the community and region
- Relating the benefits and services of the program to the work of other local, county, regional, state, and federal organizations and agencies

**Evaluation**

- Monitoring the program's activities
- Counseling and providing good judgement on plans recommended by the committees and adopted by the advisory board

**Individual Standards**

A responsible Main Street Advisory Board member:

- Understands the mission and vision of the Stephenville Main Street Program and promotes its goals and activities to his or her own network of contacts and to the community
- Is loyal to the program and honors his/her commitment to it
- Commits to at least two (2) years of service

- Learns the Main Street Four-Point Approach
- Cooperatively drafts an annual board action plan and takes responsibility for board action plan goals and projects
- Works 4-10 hours monthly on Main Street program action plan projects
- Participates actively and contributes to one primary Main Street committee
- Prepares in advance for monthly board and committee meetings
- Encourages orderly, systematic, and incremental implementation of the Stephenville Main Street Advisory Board Action Plan, discouraging advisory board members from being distracted by secondary issues or projects not included in the board's annual action plan
- Delegates responsibilities to other board members or committee members when appropriate
- Takes responsibility of his/her position on the board and takes appropriate action if life situations alter his/her time commitment
- Does not commit more time to the Main Street program than he/she can realistically afford
- Attends the annual special events and fundraisers of the Stephenville Main Street Program
- Recruits/orients new board and committee members
- Reads selected board training/orientation materials
- Attends as many of the training programs and workshops as possible held each year by the Texas Historical Commission, Texas Downtown Association, and other heritage tourism or preservation-related organizations
- Always represent the program positively to the public
- Supports board decisions and the Main Street Manager, even when he or she may disagree with the majority decision
- Respects the need for the Main Street Manager to report to only one "boss": the City Manager
- Contributes knowledge, talents, financial resources, and/or labor to the Main Street program
- Offers opinions honestly, without reservation, and in a constructive, professional way
- Promotes unity within the organization and seeks to resolve conflicts
- Attends the majority (minimum 75%) of board meetings

#### **Expectations for a Committee Chair or Co-Chair**

- Commit to at least one (1) year of service
- Work five (5) to eight (8) hours a month in committee
- Call and run committee meetings, including selecting date and time, ~~producing a draft agenda and emailing out final posted agenda to all committee members a week in advance of meeting.~~
- Recruit and orient committee members
- Teach others the Main Street Four-Point Approach
- Represent the committee to the board
- Report on board issues to the committee
- Remove oneself from office if any personal conflicts-of-interest arise
- Organize the committee's annual action plan
- Delegate tasks to responsible committee members
- Oversee any subcommittees
- Take responsibility for committee results
- Manage and reward volunteers' efforts

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Board Member

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Date

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Board Chair

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Date