



EUREKA MAIN STREET

APPLICATION FOR BOARD MEMBER POSITION

Date: _____

Name: _____

Business Name: _____

Phone: (w) _____ (c) _____

Address: _____

Email: _____

Please describe why you would like to join the Eureka Main Street Board of Directors and any skills you feel you can contribute.

Previous Experience on a Board: Yes No

If yes, please specify: _____

Specific Areas of Relevant Expertise: (Select all that apply.)

- | | |
|--|---|
| <input type="checkbox"/> Accounting or Finance | <input type="checkbox"/> Human Resources/Personnel Management |
| <input type="checkbox"/> Community Relations | <input type="checkbox"/> Law |
| <input type="checkbox"/> Event or Project Management | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Communications |
| <input type="checkbox"/> Artist | <input type="checkbox"/> Grant Writing/Assessment |
| <input type="checkbox"/> Not-for-profit Experience | <input type="checkbox"/> Policy Development |
| <input type="checkbox"/> Strategic Planning | <input type="checkbox"/> Volunteer Coordinator/Management |
| <input type="checkbox"/> Other: _____ | |

BOARD MEMBER JOB DESCRIPTION

Link: [Eureka Main Street Bylaws](#)

Term of Office

Each director shall hold office for a term of three years.

Purpose

The board of directors is responsible for establishing annual budget and determining the goals for the Eureka Business Improvement assessments.

Requirements

Board members should be prepared to make a financial commitment. Members who pay into the business Improvement District are considered as making a financial commitment. The EMS board typically meets monthly for 60-90 minutes for a regular board meeting on the last Tuesday of the month and 60-90 minutes for a special board meeting with the City of Eureka on the second Tuesday of the month . The board may delegate some of its duties to an executive committee or other committees.

Major Requirements

The board is responsible for maximizing volunteer involvement in the downtown revitalization effort. Collectively, the board makes decisions about the program's direction and monitors progress on a regular basis. It set priorities and makes decisions about the program's political stance. It primarily responsible for raising money for the program, and supports the work of the committees by volunteering time and expertise in support of their efforts. The board of directors is responsible for fulfilling the legal and financial requirements in the conduct of its business affairs as a nonprofit organization.

Individual Standards

A responsible Main Street program board member commits to:

- Learning about and promoting the purpose and activities of the Main Street Approach™ whenever appropriate and possible.
- Attending regular monthly board meetings and notifying employees when absence is necessary.
- Actively participating on at least one committee.
- Actively participating in specific activities or projects promoted by the board which may include:
 - Fundraising
 - Representation on behalf of the program at meetings or events.
- Staying informed about the purpose and activities of EMS in order to effectively participate in board decisions and fulfilling responsibilities.

Officers

- President: The president is the executive head of the board of directors. The president oversees agenda preparation. President presides over meetings of the board of directors and of its executive committee. The president is an ex officio member of all committees, and is the official spokes person for EMS and is responsible for overseeing the daily work of the executive director.
- Vice President: The vice president performs the duties of the president in the president's absence or disability.
- Secretary: The secretary keeps minutes of board and executive committee meetings, conducts correspondence for EMS and is responsible for overseeing the organization's records.
- Treasurer: The treasurer oversees and assists in the keeping of the accounts, preparation of reports, and supervises the deposit and withdrawal of funds. The treasurer reports to the board on a monthly basis the fiscal condition of the organization.

For EMS Use Only

Application has been reviewed by the Board

Action taken by the Board: _____

Date: _____

Date: _____