



WFD BOARD OF DIRECTORS - POSITION DESCRIPTION

- Position:** Board of Directors (up to 15 members with a vested interest in the success of downtown Wake Forest)
- Location:** Wake Forest Downtown, Inc. | PO Box 78, Wake Forest, NC 27588
- Schedule:** Monthly meetings held the first Wednesday of the month beginning at noon and lasting approximately an hour in length
- Term Length:** Directors are appointed for three-year terms.
- Responsibilities:**

Collectively, the Board of Directors assumes legal and philosophical responsibility, establishes policy for all activities of the Main Street Program. Board members provide leadership for the program, participate in strategic planning, raise operating funds, participate in committee assignments, and serve as advocates of downtown revitalization efforts. 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. Experience in or knowledge of, administration, finance, program development, advertising, public relations, downtown business activity, communications, design, and/or economic development, is a plus. Each Board member should be willing to invest 3-8 hours per month, excluding meetings, in the future of our downtown.

Board Member Tasks and Requirements:

1. Board members understand the responsibility to advocate for WFD and the Main Street program, educate the community, and promote our mission.
2. Attend the monthly Board of Directors meetings, missing no more than three meetings per year.
3. Attend special called meetings and annual planning retreat. Members are required to attend an annual planning retreat and participate in the development and adoption of annual Action Plans, utilizing Main Street's 4 Point Approach® ensuring they are consistent with WFD's mission, vision, and goals.
4. Serve as a working member on at least one taskforce and preferably, one special or sub-committee each year.
 - a. The Main Street 4 Point Approach Taskforces are Design, Economic Vitality, Organization, and Promotion.
 - b. Board members should anticipate serving in a leadership position at for at least one year during each 3 year-term as either an executive officer or Taskforce chair.
5. Ensure WFD is compliant with all legal, financial, and governmental requirements as described in the Bylaws and furthermore, maintains a "good standing" status with North Carolina Main Street Center by meeting all training, reporting, and program requirements.
6. Demonstrate an ability and willingness to raise monies for operation of the Program. Directors are expected to participate in seeking sponsorships.
7. Volunteer to the extent possible at WFD events and play an active role to recruit, inspire, guide, and support WFD committee, event, and task volunteers.

For additional information on WFD: 919.435.9427 | info@wakeforestdowntown.com