



# Main Street Board Handbook

## Checklist

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- Welcome letter from Chief Elected Official
- Schedule of meetings
  - Regular
  - Committee Schedule
- Copy of current organizational By Laws
- Copy of Municipal DDA Ordinance (if DDA)
- Copy of Current Annual Budget
- Annual Work Plans
- Board Member Contact List
- Executive Director Contact Information
- Position Descriptions
- Board Member Contract
- Examples of Organization Logos
- Information about Local, Coordinating, and National Main Street Programs
- Login Details for Main Street America Forum
- Eight Guiding Principles of Main Street
- Information about National Main Street Accreditation
  - National Performance Standards
- Board Member Tips – Informational Sheet
- Where to find
  - Community Master Plan
  - Community Ordinances
- Board Member Training Log
- Notes Sheets

