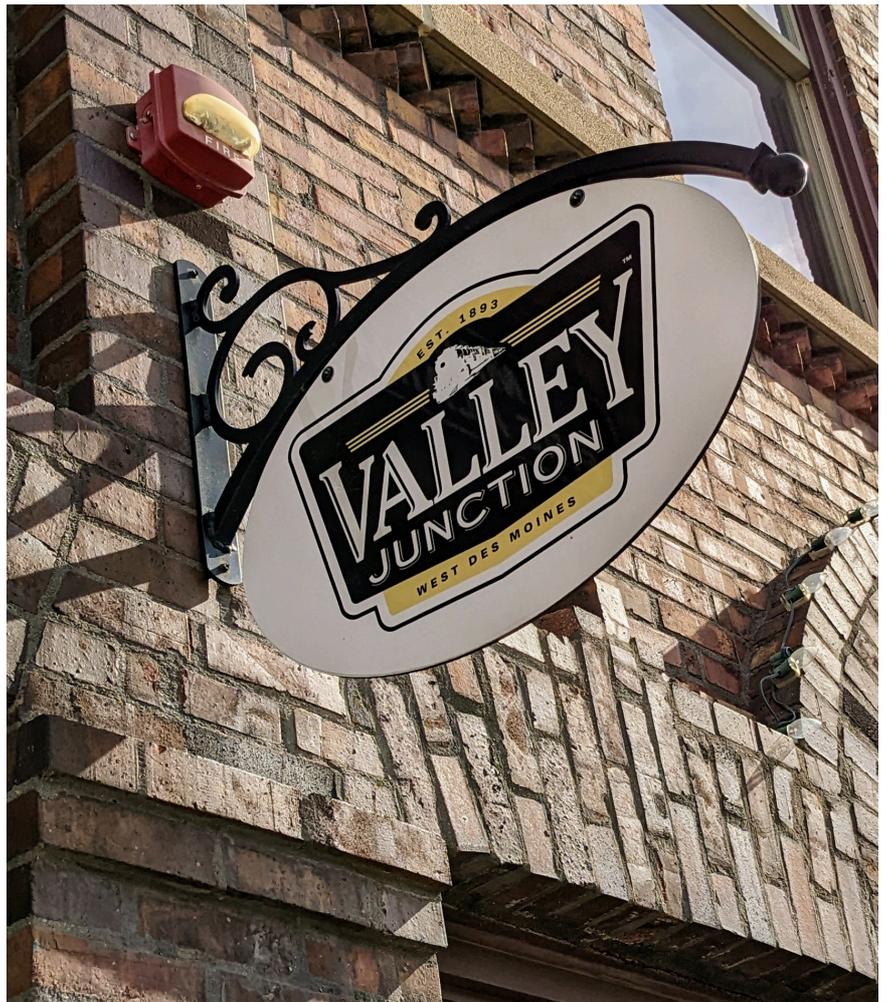




# BOARD OF DIRECTORS

RESPONSIBILITIES & APPLICATION



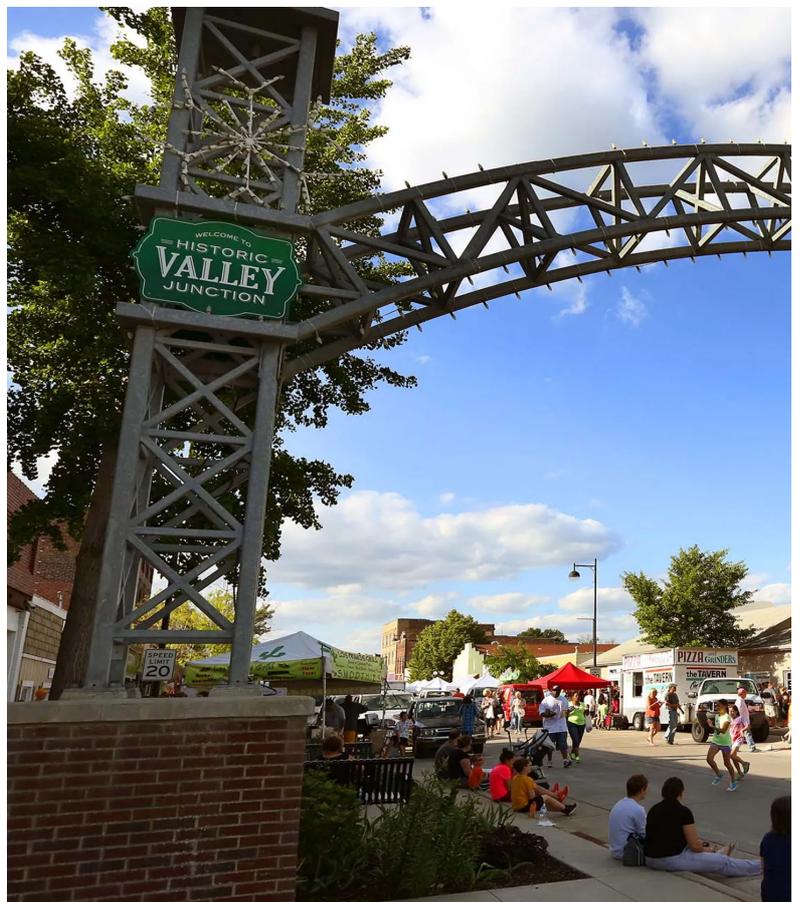


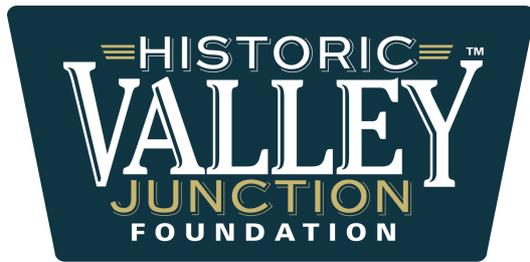
# BOARD OF DIRECTORS

RESPONSIBILITIES & APPLICATION

Thank you for your interest in serving on the board of the Historic Valley Junction Foundation. We are seeking to grow a diverse board, full of community members and/or professionals to further our mission.

The Historic Valley Junction Foundation's mission is to guide the evolution of the original Historic Valley Junction district by preserving and honoring our historic character, supporting small businesses, and connecting the community. We are an independent nonprofit organization with a small staff and many dedicated volunteers. As an accredited Main Street America program, we are dedicated to revitalizing Valley Junction through events, beautification, property improvements, marketing, and more. We work with and for all the stakeholders who have an interest in strengthening the Historic Valley Junction commercial district.





# BOARD OF DIRECTORS

RESPONSIBILITIES & APPLICATION

## HVJF Board Member Job Description

### REQUIREMENTS

- A demonstrated interest in the organization's mission and goals
- Commitment to contribute 4-10 hours minimum a month to the program. Board members are expected to attend monthly meetings as well as participate on at least one of the standing committees
- Willingness to expand knowledge or board responsibilities through orientation and ongoing training
- Participate in fundraising and activities while representing the organization to the community in a positive manner
- Personal Financial Contribution at a level that is personally meaningful

### BOARD RESPONSIBILITIES

- Governing the entire organization
- Establishing program policy for the standing committees
- Maximizing volunteer involvement in the downtown revitalization effort
- Collectively, making decisions on program direction and monitoring progress on a regular basis
- Overseeing and directing the work of the HVJF Executive Director
- Fulfilling the legal and financial requirements in the conduct of HVJF's business affairs as a nonprofit organization
- Raising money for the program and supporting the work of the committees by volunteering time and expertise

### INDIVIDUAL RESPONSIBILITIES

- Learn and promote the purpose and activities of the local downtown revitalization organization and the Main Street approach whenever appropriate and possible
- Attend regular monthly meetings of the board or notify Chair or Vice-Chair when absence is necessary
- Stay informed about the purpose and activities of the downtown program in order to effectively participate in Board decisions and fulfilling responsibilities
- Actively participate in specific activities or projects promoted by the Board, which may include:
  - Fundraising
  - Membership recruitment
  - Representation on behalf of the program at meetings and/or events
  - Attending training and workshops



# BOARD OF DIRECTORS

RESPONSIBILITIES & APPLICATION

## HVJF Board Member Application

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Title: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

1. Which category(s) do you represent? (Check all that apply)

- District Business
- District Resident
- Financial Institution
- Other Community Institutions/Organizations
- Real Estate Professional
- Tourism/Visitor Bureau
- Chamber/Business Group
- Design Professional/Contractor
- District Property Owner
- Economic Development Group
- Major Employer/Industry/Hospital
- Preservation Organization
- School/Student
- Other \_\_\_\_\_



# BOARD OF DIRECTORS

RESPONSIBILITIES & APPLICATION

## HVJF Board Member Application

2. Do you have experience in any of the following categories?

Please check the appropriate fields:

- Finance (CPA, Budgeting)
- Legal
- Human Resources
- Public Relations
- Diversity, Equity and Inclusion
- Communications/messaging/marketing
- Digital strategy/social media
- Strategic planning
- Sector expert (professional in the space)
- Community organizing (mobilizing people to rally to a cause)
- Professional fundraising
- Nonprofit leadership (prior board experience)
- Lobbying/Advocacy
- Other \_\_\_\_\_

3. What do you see as central to building strong communities?



# BOARD OF DIRECTORS

RESPONSIBILITIES & APPLICATION

## HVJF Board Member Application

4. How have you personally been involved in building strong communities?

5. What do you bring to the teams you are a part of?



# BOARD OF DIRECTORS

RESPONSIBILITIES & APPLICATION

## HVJF Board Member Application

6. How do you see yourself furthering the mission of HVJF?

7. Why are you particularly interested in serving on the HVJF board of directors?

Please submit completed application by 11/04/2022 to the HVJF Office located at 137 5th Street or email to [director@valleyjunction.com](mailto:director@valleyjunction.com). Incomplete applications will not be reviewed.

Internal Use Only:

Applied: \_\_\_\_\_ Reviewed: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_



**Historic Valley Junction Foundation  
Board Member Commitment Agreement**

*The Historic Valley Junction Foundation's mission is to guide the evolution of the original Historic Valley Junction district by preserving and honoring our historic character, supporting small businesses, and connecting the community.*

I am fully committed to the mission of the Historic Valley Junction Foundation. In order to participate as an active voting member of the board of directors, I agree to adhere to the following principles, requirements, and standards:

1. I will stay informed about the activities and current issues of the Foundation. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other board matters.
2. I will attend a minimum of eight board meetings per year and not miss more than two in a row. I will also make every effort to participate in the Main Street Iowa annual awards event, the annual program review visit, and board trainings.
3. I will prepare for monthly meetings by reviewing the board packet in advance.
4. I will participate in developing and fulfilling the organization's strategic priorities and will make every effort to attend board retreats.
5. I will personally contribute financially to the Foundation at the level to which I am able and/or will solicit support from my place of business. I understand that the Historic Valley Junction Foundation has a 100% board giving expectation. In addition, I will actively participate in one or more fundraising activities.
6. I understand that I am encouraged to join and actively participate in at least one committee or task force, and I am encouraged to attend Main Street workshops and conferences.
7. I will disclose, now and during my tenure, conflicts of interest that could result in a direct or indirect financial or personal benefit to me, my employer, or my other stakeholder groups, including civic obligations. I will abstain from votes that are a direct conflict of interest for me, my employer or other stakeholder groups.
8. I will actively work to promote and to enhance the public image of the Foundation, at least in part by attending public Foundation activities.
9. I will work in good faith with staff and other board members to achieve Foundation goals. I will bring concerns and questions to the full board or board president. I will share concerns relating to the board, staff, volunteers, programs, etc. in a prompt, proactive, and professional manner.
10. I will maintain independence and objectivity to do what my sense of fairness, ethics, and personal integrity dictates. I will hold sensitive and/or non-public information, including financial and personnel information, in confidence.
11. If during my term, I am unable to contribute positively to the board and adhere to the above principles, requirements, and standards, I will resign my board position.

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Name (please print) Signature Date