

## **Board Member Responsibilities for Sevierville Commons**

As a Board Member of Sevierville Commons Association, a designated Main Street America program, you are expected to serve as an active steward of our mission to revitalize and promote Downtown Sevierville. Board Members are leaders, ambassadors, and advocates, committed to the long-term vitality of our community.

### **1. Meeting Attendance & Participation**

- Attend all regularly scheduled board meetings (monthly or as scheduled) and actively participate in discussions and decision-making.
- Review meeting materials in advance and come prepared to contribute.
- Serve on at least one committee.

### **2. Fundraising & Donor Cultivation**

We ask that all board members do at least one of the following:

- Sell tickets for fundraising events and help drive attendance through personal outreach.
- Cultivate relationships with potential donors, sponsors, and business partners and garner their support for events.
- Make a personal, meaningful annual financial contribution to Sevierville Commons (amount to be determined by the board).

All Board Members should participate in donor thank-you efforts and sponsor recognition.

### **3. Community Engagement & Advocacy**

- Serve as a Main Street Advocate: Actively promote the mission, events, and accomplishments of Sevierville Commons in the community.
- Maintain a visible presence at community events and encourage others to support downtown initiatives.
- Leverage your network to create opportunities for partnerships, volunteers, and sponsorships.

### **4. Volunteerism & Event Support**

- Volunteer for at least 2 events each year, assisting with setup, coordination, and/or day-of activities.
- Act as a public-facing representative of the organization at events.
- Help recruit additional volunteers and lead by example in community participation.

### **5. Strategic Oversight**

- Provide input and guidance on the organization's strategic direction, programs, and priorities.
- Assist with annual planning and ensure alignment with the Main Street Four-Point Approach (Economic Vitality, Design, Promotion, and Organization).
- Participate in board self-assessment and training opportunities.

### **6. Organizational Ambassadorship**

- Share and promote Sevierville Commons' news, successes, and needs via personal and professional channels (email, social media, conversations).
- Attend key downtown functions (e.g., ribbon cuttings, local government meetings when relevant, etc.).

### **7. Financial and Ethical Responsibility**

- Understand the organization's financial statements and budget; provide oversight and stewardship of resources.
- Uphold the highest standards of integrity, transparency, and accountability in all matters related to Sevierville Commons.
- Disclose any conflicts of interest and act in the best interest of the organization.

## 8. Recruitment and Governance

- Help identify and recruit new board members who bring needed skills, diversity, and passion.
- Support onboarding and mentoring of new board members.

**9. Annual Board Planning Attendance:** Participation in an annual planning session or workshop.

**10. Main Street Program Training:** Attend a Main Street training or regional workshop at least once during your 3-year term.

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Signature

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Date

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End date of current term