

Mineral Wells Main Street Advisory Board

Board Member Accountability Agreement 2025

The Mineral Wells Main Street Advisory Board advises the City's Main Street Manager on program goals and activities. Appointed by the City Council, the board works with staff to set and implement an annual work plan that revitalizes and strengthens Downtown Mineral Wells.

Downtown Mineral Wells Main Street Program Mission:

We weave tradition with progress, to foster a vibrant downtown that unites and energizes our community by harmoniously blending history, wellness, economic diversity and vitality.

Downtown Mineral Wells Main Street Program Vision:

Downtown Mineral Wells champions a live, work, play lifestyle by prioritizing and promoting economic vitality & design, promotion and organization.

As a board member, your primary role is to provide governance, policy, and advocacy for the Mineral Wells Main Street program. You are also expected to support the Main Street Manager in implementing the organization's transformation strategies and work plans.

Core Responsibilities

- **Serve as an advocate.** Promote the program's mission and vision and represent the organization positively within the community.
- **Actively participate.** Attend at least 75% of monthly board and committee meetings, and attend board training. Prepare for these meetings, stay informed, and engage in discussions.
- **Contribute to the mission.** Provide an annual contribution of your time, resources, or expertise. This includes dedicating 4–10 hours per month to committee work, projects, and events.
- **Ensure integrity.** Make decisions that are in the best interest of the program. Disclose and step aside from any discussions or votes where you have a conflict of interest.
- **Uphold professionalism.** Maintain confidentiality, treat others with respect, and support all final board decisions, even if you were initially in the minority.
- **Support the board.** Help recruit and train new board and committee members, fostering unity and professionalism within the organization.

Term Commitment

You are asked to commit to a three-year term, beginning January 1st. After this term, you must take a one-year break before being eligible for re-appointment. Officers serve a one-year term.

Expectations for Committee Chairs/Co-Chairs:

- Commit 5–8 hours monthly for committee work and events.
- Assisted by staff, organize and run committee meetings (agenda, minutes, communications). Recruit and orient committee members. Report committee updates to the Advisory Board. Lead the committee's annual workplan. Delegate tasks effectively and recognize volunteer contributions.

The City of Mineral Wells Commits to provide timely program updates. Offering opportunities to meet with the Main Street Manager and Board Chair regarding program goals and activities.

The Four Points of the Main Street Approach™ Our work aligns with the nationally recognized Main Street Four Point Approach:

- Economic Vitality: Strengthening the downtown economy by supporting businesses, recruiting development, and finding new uses for historic spaces.
- Design: Enhancing the physical appearance of downtown through historic preservation, building rehabilitation, and public space improvements.
- Promotion: Marketing Downtown Mineral Wells through image campaigns, business promotions, and special events.
- Organization: Building the foundation for sustained success through partnerships, fundraising, and volunteer recruitment.

This document is intended to acknowledge the responsibilities, commitment, and conduct expected of all members of the Mineral Wells Main Street Board of Directors. I understand the responsibilities and obligations expected of me as a member of the Mineral Wells Main Street Advisory Board. I will actively and responsibly support Mineral Wells Main Street program during my term of service. If, for any reason, I find myself unable to carry out the above-mentioned duties, I agree to resign my position as a board member/officer.

Board Member Signature: _____ Date: _____

Board Chair Signature: _____ Date: _____