## Expectations for Wyoming Main Street Certified Community

### Description

- Organized structure including bylaws, regular meetings, agendas and minutes
  - Personnel Handbook
  - Policies/Procedures Manual for Board, Committees, Volunteers

### Volunteer Board of Directors

- Annual Work Plan, reviewed and adjusted regularly (this includes board, program and committee work plans)

*Annual operating Budget*

- Part-time staff person for communities < 10,000
- Full-time staff person for communities > 10,000

- Committee volunteers to carry out Board/Work plan directives

- Annual Self-evaluation for Certified, distributed end of October, due January 31.

- Annual State Survey (input for state program)

- Membership in the National Main Street Center

- Participation in all Call-in Meetings

- Timely and complete monthly reporting, to include:
  - Civic Engagement measurements

### Annual measurement of Business Engagement

### Annual measurement of Vacancy Rates

### Annual Report with:

- state reinvestment numbers with community and state #s
- Grants received and expended
- A local MS success story
- If applicable:
  - Any awards given or received
  - Transformation Strategies and implementation successes

*Attendance at the Winter and Fall Leadership Meetings*

*Attend/Participate at other trainings as required*

*Attendance at the Annual State Main Street Conference (Wyoming Working Together)*

*Attendance at annual Best Practices Workshop*

*Attendance at the National Main Street Center Annual Conference*

*Budgets are to include funds for training. Wyoming Main Street annually allocates a minimum of $2000 for each community to offset the costs of the trainings/meetings. Additional training funds can be requested and are considered on a case-by-case basis.*

### Trainings required when staff changes and when there are significant changes to the board.

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