

Expectations for Wyoming Main Street Affiliate Community

Time Frame	Description	☑
	Organized structure including bylaws, regular meetings, agendas and minutes	
	Volunteer Board of Directors	
	Annual Work Plan, reviewed and adjusted regularly	
	*Annual operating Budget	
	Committee volunteers to carry out Board/Work plan directives	
	Annual Self-evaluation for Affiliates, 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: <ul style="list-style-type: none"> • Civic Engagement measurements 	
	Annual measurement of Business Engagement	
	Annual measurement of downtown vacancy rates	
	Annual Program document reporting state reinvestment numbers, coordinated with State Program Staff, and distributed to the community at large	
	*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.

Work Plan/Meeting Management (annually until process is seamless)	Board Development Training (every two years until board handbook is complete)
Volunteer Development (every two years until Volunteer Policy/Process handbook is complete)	Measurement Training (as needed)
Historic preservation training	WBC Opportunities