

## Expectations for Wyoming Main Street Certified Community

Description	<input checked="" type="checkbox"/>
Organized structure including bylaws, regular meetings, agendas and minutes <ul style="list-style-type: none"> <li>• Personnel Handbook</li> <li>• Policies/Procedures Manual for Board, Committees, Volunteers</li> </ul>	
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: <ul style="list-style-type: none"> <li>• Civic Engagement measurements</li> </ul>	
Annual measurement of Business Engagement	
Annual measurement of Vacancy Rates	
Annual Report with: <ul style="list-style-type: none"> <li>• state reinvestment numbers with community and state #s</li> <li>• Grants received and expended</li> <li>• A local MS success story</li> <li>• If applicable: Any awards given or received Transformation Strategies and implementation successes</li> </ul>	
*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.

Work Plan/Meeting Management	Board Development Training
Volunteer Development	Measurement Training
Historic preservation training	WBC Opportunities
MS 101	