



New Executive Director Onboarding Timeline

The Kansas Main Street Director will conduct an onsite introduction visit with the new Executive Director after the items listed in the first two weeks section below are completed locally. Visit can be scheduled at the time of new Executive Director start date. Visit should be scheduled 2-4 weeks in advance.

First Two Weeks:

Board Roles:

- Board President, contact Scott Sewell (scott.sewell@ks.gov, 785-230-6404) to schedule state coordinator visit with new Executive Director
- Schedule board meeting to introduce new Executive Director
- Host a reception or breakfast meet-and-greet to introduce Director to all stakeholders
- Schedule individual board members to go with Director for introductions to all businesses (one-on-one)
- Explain travel and expense policies and paperwork
- Review employee policies and procedures: vacation, PTO, dress code, office hours, parking, etc.
- Share insurance information: policies, agent(s), etc.
- Spend time discussing the following items: passwords (local and Main Street America), bank account information, signatures required, P.O. Box info, closing & opening procedures, phone info, hard drive/back up procedures, accounting procedures, purchasing recommendations, petty cash, grants, charge accounts, credit cards, Facebook, website, Main Street America network number & password, calendar of what needs to be done/due dates...payments, paperwork, forms, etc.)
- Review state and local program calendars
- Inform Director of your program's nonprofit status

Executive Director Roles:

- Office setup: Passwords, office hours, banking, locks, credit cards, storage
- Update recorded messages, website and signature lines to reflect new Director
- Start using a calendar that best fits your work style
- Assess equipment and prepare a list of needed items and questions
- If Kansas Main Street has not already contacted you, contact Scott Sewell and introduce yourself as the new Director. KMS (Scott Sewell) will schedule a visit to spend time with you in your community. This meeting will cover monthly reporting, stats, current calendar, accreditation, Q&A
- Plan to attend the next scheduled Kansas Main Street training and director meeting
- Discuss attendance at mandatory workshops with your Board President
- Review local program's calendar (board, committee, annual meetings, events)
- Read local program's policies and procedures, including bylaws



First 30 Days:

Board Roles:

- Request agenda time to formally introduce the new Director to the City Council
- Introduce new Director to Economic Development partners in the community and region
- Ensure that Director is aware of scheduled meetings
- Share Board and Officers' job descriptions with the Director
- Prior to first Board meeting Board President meet with Director to create agenda and plan (this should be done monthly)
- Prior to first Board meeting Treasurer meets with Director to explain financial reports
- Visit with Director about expected attendance and/or membership with local service clubs and organizations
- Spend time with new Director reviewing most current Main Street America Self Accreditation forms and process
- Discuss "street time" with new Director
- Discuss program's mission and vision statements, strategic plan/annual plan of action, goals, objectives, action plans, etc.
- Review Kansas Main Street's Memorandum of Agreement with new Director

Executive Director Roles:

- Contact local media to introduce yourself
- Begin visiting businesses on your own
- Spend time reviewing computer files set-up
- Spend time reviewing hard-copy files
- Become familiar with the program's mission and vision statements, strategic plan/annual plan of action, goals, objectives, action plans, etc. or begin planning their development.
- Familiarize yourself with board and volunteers use of action plans
- Send out board packets monthly (minimum: minutes, financials, and next agenda)
- Provide a (written and verbal) Director's Report at monthly board meetings
- Create listings of board, committees, etc., including terms
- Review website and find out the mechanics (who does what, how are changes/updates made, etc.) behind the website
- Utilize Main Street America's The Point
- If desired, Kansas Main Street will connect you with an existing Main Street Executive Director in the network as a peer-to-peer support system.
- Become familiar with Kansas Main Street's Memorandum of Agreement



60 to 90 Days:

Board Roles:

- Conduct a 60-day performance review with Executive Director (KMS has examples if needed)
- A year from this date conduct a performance review, then repeat annually (unless additional reviews are needed)
- Explain available local financial incentives to Director
- Agreement on Town Council meeting attendance policy – frequency and who attends

Executive Director Roles:

- Continue visiting businesses and building owners (never-ending)
- Become familiar with the following websites:
 - Local program website
 - KMS website
 - Main Street America: <http://www.mainstreet.org/>
- Attend Committee meetings
- Become familiar with items in storage area(s)
- Have a solid understanding of budget and current financial conditions
- Establish a routine for methods of communication: newsletter, Facebook, Instagram, emails, website, etc.
- Assist volunteers with action plans