

NEW MEXICO MAINSTREET VOLUNTEER CERTIFICATION PROGRAM

The New Mexico MainStreet Program's Volunteer Certification Program recognizes local MainStreet volunteers' commitment to and participation in on-going training and education in non-profit management and MainStreet revitalization.

BENEFITS OF ACHIEVING NEW MEXICO MAINSTREET VOLUNTEER CERTIFICATION INCLUDE:

1. **Recognition** of the volunteer's commitment to expanding their MainStreet knowledge;
2. **Expanded skills and knowledge** in non-profit operations and the Main Street Four-Point Approach™;
3. **Increased credibility** for the individual and the local MainStreet organization; and
4. As available, enhanced educational **scholarship opportunities** from New Mexico MainStreet and the Friends of New Mexico MainStreet.

Additionally, local MainStreet organizations benefit from volunteers' completion of certification programs by having better-educated, more resourceful volunteer leadership that is better able to direct and carry out the work of the organization.

INSTRUCTIONS FOR ACHIEVING VOLUNTEER CERTIFICATION

- **Categories of Certification:** NMMS offers Volunteer Certification for Board Presidents, Board Members, Committee Chairs, and Committee Members, with different requirements for each classification. The requirements for each category are listed on the following page.
- **Eligibility:** Volunteer Certification is available to volunteers of Emerging, Start-Up, or Certified local MainStreet organizations affiliated with and in good standing with New Mexico MainStreet.
- **Enrollment:** To begin the process, volunteers must formally notify NMMS by filling out the attached form. All required sessions must be completed within a 12-month period.
- **Retroactive Certification:** Volunteers who have already completed training requirements for one or more of the categories of certification may receive retroactive credit by completing the attached form.
- **Other Relevant Coursework:** With approval from the NMMS director, volunteers who have completed similar training programs may substitute that coursework toward NMMS Certification requirements. Coursework will be considered on a case-by-case basis upon request from the volunteer.
- **Volunteer Review:** Participating volunteers should fill out the attached Certification Worksheet throughout the year and submit it to NMMS upon completion of all requirements. Participating volunteers must complete all requirements within 12 months of enrollment. NMMS will confirm the volunteer's attendance at the relevant sessions. Those volunteers deemed to have successfully completed requirements will be awarded Certification and recognized at the NMMS Annual Meeting and Awards Ceremony.

NEW MEXICO MAINSTREET VOLUNTEER CERTIFICATION REQUIREMENTS

BOARD PRESIDENTS

- 1) **NMMS Board Member Orientation:** Describes the Main Street Four-Point Approach™, as well as roles and responsibilities of individual board members and the board of directors overall. (4 hours)
 - 2) **NMMS Fundraising Institute:** Fundamentals of fundraising for local MainStreet projects, including methods, strategies, and sources of funds. (6 hours)
 - 3) **One NMMS Board President/Volunteer Round Table Session per Year:** Volunteer networking and training sessions held during the NMMS Winter, Summer, and Fall Quarterly Meetings. (1 half-day meeting annually)
 - 4) In addition to the three sessions above, **Board Presidents must attend one of the following:**
 - **NMMS Organization Basic Training:** Fundamentals of the Organization point of the Four-Point Approach, including how to build and sustain a healthy MainStreet organization and the roles and responsibilities of the Organization Committee. (3 hours)
- OR**
- **NMMS Organization Institute:** Covers various aspects of organizational development for MainStreet revitalization organizations. Topics vary annually and typically address subjects such as non-profit management, organizational planning, volunteer development, and more. (6 hours)

BOARD MEMBERS

- 1) **NMMS Board Member Orientation:** Describes the Main Street Four-Point Approach™, as well as roles and responsibilities of individual board members and the board of directors overall. (4 hours)
 - 2) **NMMS Fundraising Institute:** Fundamentals of Fundraising for local MainStreet projects, including methods, strategies, and sources of funds. (6 hours)
 - 3) **One NMMS Board President/Volunteer Round Table Session per Year:** Volunteer networking and training sessions held during the NMMS Winter, Summer, and Fall Quarterly Meetings. (1 half-day meeting annually)
 - 4) In addition to the three sessions above, **Board Members must attend one of the following:**
 - **One MainStreet Basic Training Session:** Attend a basic training session in one of the Four Points; Covers the fundamentals of one of the Points, committee roles and responsibilities, and model projects and processes for implementing that specific Point. The Organization Basic Training is recommended for board members, but members may attend the session of their choice. (3 hours)
- OR**
- **One MainStreet Four-Point Institute:** Attend an Institute that addresses intermediate-level subjects in one of the Four Points. The Organization Institute is recommended for board members, but members may attend the Institute of their choice. (6 hours)

COMMITTEE CHAIRS AND MEMBERS

- Committee chairs and members must attend the sessions that pertain to their committee (Organization, Design, Promotions, or Economic Positioning) in order to achieve certification. Volunteers may complete certification in more than one Point.
- 1) **One MainStreet Basic Training Session:** Covers the fundamentals of the committee member's respective Point, committee roles and responsibilities, and model projects and processes for implementing that specific Point. (3 hours)
 - 2) **One MainStreet Four-Point Institute:** Addresses intermediate-level subjects in one of the Four-Points. (6 hours)



VOLUNTEER CERTIFICATION ENROLLMENT FORM

Volunteer's Name: _____

MainStreet Community: _____

Phone Number: _____

Email Address: _____

Please enroll me in the following category of Volunteer Certification (check one):

- Board President
- Board Member
- Committee Chair;
Please specify Point (Organization, Design, Promotion, Economic Positioning) _____
- Committee Member;
Please specify Point (Organization, Design, Promotion, Economic Positioning) _____

Have you already completed any or all of the training requirements for the category checked above?

- Yes No *(if Yes, you will be contacted by NMMS to identify previously completed trainings)*

I understand that NMMS will review and determine whether I have successfully completed all requirements for the category of Certification I am pursuing. I also understand that my enrollment in the Certification Program will not automatically result in my Certification.

Signature of Volunteer _____

Date _____

Please submit enrollment form by May 15 in order to be recognized at the NMMS Annual Meeting and Awards Ceremony.

Please send completed forms to: New Mexico MainStreet Program
 Economic Development Department
 Joseph Montoya Building
 1100 St. Francis Drive
 Santa Fe, NM 87505
 Fax: 505-827-0263

Direct all questions to Meghan Bayer, 505-827-5650 or meghan.bayer@state.nm.us

Volunteer Certification Worksheet

To be completed throughout the year by the volunteer and submitted to NMMS upon completion of all requirements. Participating volunteers must complete all requirements within 12 months of enrollment date. Send completed form to Meghan Bayer at meghan.bayer@state.nm.us or by fax at 505-827-0263.

Volunteer Name: _____ Date of Enrollment in Certification Program: _____

MainStreet Community _____

BOARD PRESIDENTS

1) **NMMS Board Member Orientation:**

Date: _____

Location: _____

2) **NMMS Fundraising Institute:**

Date: _____

Location: _____

3) **One NMMS Board President/Volunteer Round Table Session per Year:**

Date: _____

Location: _____

4) **Organization Basic Training OR Organization Institute:**

NMMS Organization Basic Training:

Date: _____

Location: _____

OR

NMMS Organization Institute:

Date: _____

Location: _____

BOARD MEMBERS

1) **NMMS Board Member Orientation:**

Date: _____

Location: _____

2) **NMMS Fundraising Institute:**

Date: _____

Location: _____

3) **One NMMS Board President/Volunteer Round Table Session per Year:**

Date: _____

Location: _____

4) **One Basic Training OR One Institute:**

One MainStreet Basic Training Session:

Point (Org., EP, Design or Prom.): _____

Date: _____

Location: _____

OR

One MainStreet Four-Point Institute:

Point (Org., EP, Design or Prom.): _____

Date: _____

Location: _____

COMMITTEE CHAIRS AND MEMBERS

I am a (check one):

Committee Chair Committee Member

Your Committee's Point (Org., EP, Design or Prom.):

Committee chairs and members must attend the sessions that pertain to their committee

1) **One MainStreet Basic Training Session:**

Point (Org., EP, Design or Prom.): _____

Date: _____

Location: _____

2) **One MainStreet Four-Point Institute:**

Point (Org., EP, Design or Prom.): _____

Title: _____

Date: _____

Location: _____