

**Sterling Main Street**  
**ORGANIZATION COMMITTEE**  
**Position Description**



**General Information:**

- Type: Appointed by Executive Director  
Term: A one (1) year commitment is asked as a minimum  
Reports to: Committee Chair\*  
Description: The Organization Committee brings the community together to build consensus and a common vision for Downtown Sterling; develops partnerships that add resources and lead revitalization.  
Comments: The Organization Committee ensures that the organization itself is strong, as well as ensuring it is well-received by the community at large.

**Performance Requirements:**

- Attendance: Regular attendance at Organization Committee Meetings is expected.  
Effort: You are expected to give this job your best effort; to stay informed, ask questions and participate in discussion, decision making and implementation of Organization activities.

**Specific Job Duties:**

- Attend Organization Committee meetings and actively participate.
- Recruit new committee members to assist in carrying out the work of the committee.
- Accept assignments and tasks that ensure the objectives of the committee are met.
- \* Additional duties required by Committee Chair include:
  - Working with the Executive Director to prepare agenda for committee meetings.
  - Lead committee meetings.
  - Prepare reports on committee activities, as needed, for the Board of Directors.

**Objectives of the Organization Committee:**

- Ensures adequate and diverse funding for Sterling Main Street; works with Staff to develop annual partnership campaign and follow up needs.
- Works to develop a strong volunteer base for Sterling Main Street to fill committee needs and event and operational support.
- Builds relationships with City leaders, business leaders outside of the downtown, and community members in general to build a common vision for the downtown in cooperation with the existing downtown businesses & property owners.

**Time Commitment:**

- Organization Committee Meetings: The Organization Committee will meet Quarterly (more frequently if needed) Meetings should last 60-90 minutes.  
Additional Time Commitments: The additional time commitments for this position are spent in recruiting new committee members and carrying out the tasks and responsibilities of the committee.

*Reviewed: OCT 2021*