

Sterling Main Street DESIGN COMMITTEE

Position Description



General Information:

- Type: Volunteer
Term: A one (1) year commitment is asked for as a minimum
Reports to: Committee Chair*
Description: The Design Committee enhances the downtown's physical appearance while preserving its historic fabric and authentic character.
Comments: The Design committee also includes administration of Sterling Main Street's Façade Grant Program and oversight of the 20 historical murals located throughout the downtown and their ongoing needs. There is dedicated subcommittee for the Murals.

Performance Requirements:

- Attendance: Regular attendance at Design 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 Design Committee activities.

Specific Job Duties:

- Attend Design Committee meetings and actively participate.
- 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 Design Committee:

- Planning & implementing downtown beautification projects such as the lamppost flower baskets and other annual plantings; includes coordinate of Clean & Green event(s).
- Educating property owners about the façade grant program and review of applications.
- Encourage seasonal storefront decorating (i.e. special Christmas windows).
- Working with EV & Promotions Committee and City to help market vacant properties.
- Works with City of Sterling & Public Works for changes in aesthetics of downtown (i.e. Christmas decorations; changes in street furniture; etc.).
- Plan for the marketing and maintenance needs of the downtown murals.

Time Commitment

- Design Committee Meetings: Design 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 carrying out the tasks and responsibilities of the committee.

