

Organizational Committee Purpose & Roles

Organization means getting everyone working toward the same goal. The tough work of building consensus and cooperation among the groups that have an important stake in the district can be eased by using the common-sense formula of a volunteer-driven program and an organizational structure of board and committees. Simply put: *Building human and financial resources, through public/private partnerships to achieve a common vision.*

Organizational Committee's Major Area of Responsibilities are:

- ◆ Raise money for projects & administration, from donations and sponsorships
- ◆ Managing staff & volunteers by recruiting people, supervising them & rewarding good work
- ◆ Promoting the program to downtown interests & the public
- ◆ Managing finances by developing good accounting procedures

As an Organization Committee Member: Organization committee will see that a concrete work plan gets approved and adopted and will pull together resources and complete the projects. This committee sets the organization's direction, and is responsible for ensuring the work plan is implemented. The remaining committees implement their committee's actions or projects with oversight from the Organization Committee. ***Meets monthly.***

Areas of organizational responsibilities can include: producing the organizational newsletter (e-news), training volunteers, and managing the organizational financial system. While just about anyone with time and a sincere interest should be welcomed to serve on your committee, remember that a productive and effective Organization member:

- ◆ Has a genuine desire to serve on the committee
- ◆ Expresses self clearly, yet eagerly

- exchanges ideas with others
- ◆ Keeps an open mind about new ideas
- ◆ Thinks about the "big picture, yet also concentrates on the details
- ◆ Knows when to be decisive and come to closure
- ◆ Cooperates willingly in a team effort
- ◆ Stays focused on the task at hand
- ◆ Has a basic understanding of the economic circumstances of small retailers
- ◆ Rolls up sleeves willingly and pitches in to do the committee's work
- ◆ Has skills or interest in finance, volunteer development, or fund-raising; and
- ◆ Carries out plans and projects in timely and professional manner

Who serves on the Organization Committee? Likely candidates are:

- ◆ Merchants
- ◆ Property owners
- ◆ Residents/downtown residents
- ◆ Civic group volunteers
- ◆ Accountants
- ◆ Media representatives
- ◆ Volunteer specialists
- ◆ Attorney
- ◆ Chamber of Commerce Representative
- ◆ Tourism Development Authority Representative

Expectations for a Committee Member:

- ◆ Commit to at least one year of service typically two to three years
- ◆ Work 3 to 5 hours a month
- ◆ Attend all training sessions
- ◆ Read selected orientation materials
- ◆ Learn the Main Street approach

- ◆ Recruit/orient new members
- ◆ Prepare in advance for meetings
- ◆ Cooperatively draft an annual plan
- ◆ Take responsibility for projects
- ◆ Tell your downtown story and;
- ◆ Always represent the organization positively to the public

Expectations for a Committee Chair

At a minimum a chair should expect to:

- ◆ Commit to at least one year of service
- ◆ Work 5-8 hours a month in committee
- ◆ Teach others the Main Street approach
- ◆ Recruit and orient committee members
- ◆ Organize the committee's work plan
- ◆ Call and run committee meetings
- ◆ Delegate tasks to responsible members
- ◆ Take responsibility for committee results
- ◆ Appoint and oversee any subcommittees
- ◆ Represent the committee to the board
- ◆ Report on board or advisory committee issues to the committee
- ◆ Manage and reward volunteers' efforts and
- ◆ Remove oneself from office if any personal conflicts-of-interest arise.

This information was adapted from the National Trust Main Street Center's Organizational Committee Handbook.