

# Organization Committee

## What does the Organization Committee do:

"The Main Street program is already organized, so why have a committee?"...is a typical reaction of newcomers. But the Organization Committee plays a key role in keeping the Board, Committees, staff, and program-of-work in good shape by attracting people and money to the organization. To succeed, your committee must take responsibility for managing the financial and logistical aspects of a nonprofit organization by:

- **Raising money** - for projects and administration, from donations and sponsorships
- **Managing staff and volunteers** - by recruiting people, supervising them, and rewarding good work
- **Promoting the program** - to downtown interests and the public
- **Managing finances** - by developing good accounting procedures
- **Holding meetings** - to identify community resources, develop strategies, and brainstorm ideas
- **Visiting business people** - to solicit their support and update them on the programs plans
- **Talking with the media** - to answer questions, give them fresh news, or gather data
- **Coordinating groups** - to help launch fundraising campaigns and volunteer recruitment
- **Meeting with the Board members** - to oversee development of financial budgeting and tracking systems

*"Promoting the Main Street program is often a job for the organization committee"*

## Expectations for Committee Members

### Members should - at minimum - expect to:

- Commit to at least one year of service
- Meet with committee once a month
- Volunteer 3-5 hours a month
- Attend all training sessions
- Read selected orientation and committee materials
- Learn the Main Street Approach
- Recruit and orient new members
- Prepare in advance for meetings
- Take responsibility for projects
- Always represent the organization positively
- Report all volunteer hours to the Main Street office

## Expectations for Committee Chair

### A chairperson should meet all requirements above AND:

- Volunteer 6-12 hours a month
- Teach others the Main Street Approach
- Organize the committee's work plan
- Call and run committee meetings
- Delegate tasks to responsible members
- Appoint and oversee any subcommittee
- Report on Board issues to the committee
- Manage and reward volunteers' efforts
- Remove oneself from the office if any personal conflicts of interest arise
- Attend the monthly Board meeting to report committee activities. (If unable to attend another committee member should attend in Chair's absence)
- Board members are not to be Committee Chairs

It's good to remember that the Board sets the organization's directions, while committees make the projects happen. The Board may have general ideas about fundraising and volunteer recruitment, but will look to the committees for concrete work plan proposals that it will review and approve.

## Who typically serves on the Organization Committee?

### Likely candidates are:

- Merchants
- Property owners
- Residents
- Civic group volunteers
- Accountants
- Media representatives
- Volunteer specialists

### Or people that have interest or experience with:

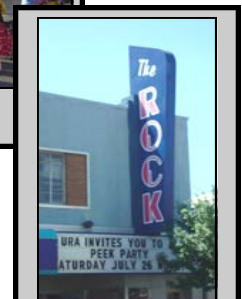
- Communication
- Building partnerships
- Sales
- Supervising



Community Pride Award



Halloween Stroll



Rock Theater Peak Party