



A MAIN STREET ORGANIZATION

SDA Job Description DESIGN COMMITTEE MEMBER

Time Required:

2-3 hours per month outside of monthly committee meetings, possibly more leading up to or during committee projects or events.

General Description:

Committee Members are important volunteer positions that advance each of the four points of the Main Street Approach to revitalization:

- Economic Vitality
- Design
- Promotion
- Outreach

Committee chairs lead volunteer committees through projects deemed to be the most beneficial to the organization based on current priorities, budget and annual plan voted on by the Board of Directors of the Stevenson Downtown Association.



Design Committee Overview:

Design means getting Main Street into top physical shape. Capitalizing on its best assets—such as historic buildings and pedestrian-oriented streets—is just part of the story. An inviting atmosphere, created through attractive window displays, well-managed parking areas, building improvements, street furniture, signs, sidewalks, lights, and landscaping, conveys a positive visual message about the commercial district and what it has to offer.

Design activities also include instilling good maintenance practices, as well as enhancing the physical appearance of the district and creating new productive commercial or residential space by rehabilitating historic buildings, encouraging appropriate new construction, developing sensible design management systems, and long-term planning.

Design Committee Responsibilities:

- Educating others about design to enhance the image of each business as well as that of the district
- Providing design expertise to encourage quality improvements to private properties and public spaces
- Guiding Main Street's future growth and shaping regulations
- Motivating others to make changes with incentives and targeting key projects

Individual Committee Member Job Elements:

- Attend monthly committee meetings
- Actively participates in and works on approved committee projects
- Recruits volunteers needed for specific projects or events
- Maintains a positive attitude that inspires and encourages others
- Respects other people's viewpoints and skills

Committee Members report to:

Committee Co-Chairs primarily (for projects)

Executive Director secondarily (for general volunteer admin/HR)

Basic Skill and Value Requirements:

- Commits to minimum of one year of volunteer service as a committee member
- Completes volunteer orientation(s) about the Stevenson Downtown Association, the Main Street Approach® and specifically the Design Committee
- Understands and tells others about the Main Street Approach to revitalization
- Possesses a desire to make great things happen for Downtown Stevenson
- Is a team player, flexible and open-minded
- Sensitive to cultural, religious and ethnic diversity
- A realistic understanding of the time and energy to commit to committee goals