



JOB DESCRIPTIONS

JOB DESCRIPTION - MEMBER, BOARD OF DIRECTORS

Requirements:

Board members should be prepared to make a financial commitment and contribute 4 - 10 hours a month to the program. The term is a 3- year commitment with the option to serve longer. Downtown revitalization program boards typically meet quarterly for 60 - 90 minutes. Board members are usually expected to serve on at least one or more standing committees.

Board Responsibilities:

The board has the final responsibility for the success or failure of the downtown revitalization program. It is responsible for all of the finances of the organization and establishes program policy. The board is responsible for maximizing volunteer involvement in the downtown revitalization effort. Collectively, the board makes decisions about the program's direction and monitors progress on a regular basis. It supports the work of the committees by volunteering time and expertise in support of their efforts. The board of directors is also responsible for fulfilling the legal and financial requirements in the conduct of its business affairs as a nonprofit organization.

Individual Responsibilities:

- To learn about and promote the purpose and activities of the local downtown revitalization organization, and the Main Street™ Approach whenever appropriate and possible.
- To attend regular quarterly meetings of the board or to notify staff when absence is necessary.
- Board meetings are to be held in person at a minimum once a year
- To actively participate on at least one committee.
- To actively participate in specific activities or projects promoted by the board which may include:
 - fundraising
 - membership recruitment
 - representation on behalf of the program at meetings and/or events -attend trainings and workshops
- To make an annual membership contribution
- To stay informed about the purpose and activities of the downtown program in order to effectively participate in board decisions and fulfilling responsibilities.

JOB DESCRIPTIONS- OFFICERS

OFFICIAL TITLE: PRESIDENT

Time Required: 8 - 10 hours per month above and beyond that of a regular board member. The president shall be exempt from the requirement of participating on other committees.

General Description:

The president serves as a link between the board of directors, committees and governmental entities. He/she acts as the executive director in defining priorities and directions based on the published goals of the organization and board policies. The president acts as a link between the organization and the community, serving to explain the program to the public, helping to involve new people in the program, and rallying support. The president also oversees the organization in a functional way, guiding and facilitating the working relationships within the organization.

Major Job Elements:

- Communication
 - with the board
 - with the community
 - with the executive director
- Coordination within the organization so as to facilitate the decision-making process
- Delegation of responsibility within the organization
- Monitoring accountability of the organization
- Supervising the performance of the committee chairpersons, acting as the Executive Director
 - Heads the Executive committee comprised of President, Vice President, Secretary, Treasurer and former preceding President.
 - Oversees liaison between municipality or other government as representative of Main Street Leakesville Organization
 - Actively seeking and writing grants along with other designees
 - Appoint election ballot counting of a minimum of 2 people to tally votes
- Assists the secretary in determining the board meeting agenda
- Chairs board meetings
- Calls special meetings when necessary

Reports to:

The board of directors

Area of Major Time Commitment:

Communication with the board, the community, and the executive director

Area of Greatest Expected Impact:

Monitoring accountability

OFFICIAL TITLE: VICE PRESIDENT

Time Required: 4-8 hours per month above and beyond that of a regular board member

General Description:

The vice president's role is that of support for the president. He/she shares the presidential responsibility-ties as delegated by the president, working in whatever capacities the president and vice president deem to be the most beneficial to the organization. These capacities should be written up in the form of a temporary job description on a year by year basis. The vice president performs the duties of the president when the president is unable to do so.

Job Elements

1. Organize membership acquisition by collecting and organizing promotional materials
2. Organizing active recruitment times
3. Assigning teams of people to visit businesses
4. Notify businesses or individuals when membership renewal is due
5. Active participant executive committee
6. Collect and maintain a current membership contact information (phone/text; email or other preferred means of contact) and share with the Secretary

Reports to:

The president

OFFICIAL TITLE: SECRETARY

Time Required: 4-8 hours per month above and beyond that of a regular board member

General Description:

The secretary serves as the primary record keeper of the organization. He/she is responsible for transcribing the minutes at each board meeting and preparing an "official" copy for approval by the board of directors.

Major Job Elements:

Record keeping:

- Transcribes minutes at board meetings
- Prepares an "official" copy of the minutes for the executive director within two weeks after a board meeting.
- Maintains these documents in a form which is at all times accessible to board members and the executive director, and which is carried to board meetings for use as an historical reference of the organization's discussions and actions.
 - Notify members of meeting by written or electronic or text
 - Notify members of elections process
 - Work with the President to devise an agenda for monthly meeting

Other Job Elements:

Determined each year

Reports to:

The board president

Area of Major Time Commitment:

Record keeping

OFFICIAL TITLE: TREASURER

Time Required: 4-8 hours per month above and beyond that of a regular board member

General Description:

The treasurer is responsible for fiscally monitoring the program. This includes keeping all financial records up to date. The treasurer is ultimately responsible for seeing that the bills of the organization are paid in a timely manner.

Major Job Elements:

- The timely payment of any organizational debts incurred, including all taxes due
- Preparation of a monthly financial report to the board which should be submitted to the executive director for inclusion with the minutes of the meeting for the month following the reporting period. This should be submitted within two weeks of the following monthly board meeting.
- Maintain all financial books and records in an auditable format, according to standard accounting practices.

Other Job Elements:

- Maintains a complete set of financial records for the organization
- Provide financial information on request

Reports to:

The board of director through the executive board

Area of Major Time Commitment:

Preparing monthly financial statements

CHAMBER OF COMMERCE COMMITTEE :

Job Description:

- helps members coordinate business improvement seminars and workshops
- Coordinates data collection, analysis, financial incentive programs, and other economic development activities
- Help educate and assist downtown business owners and property owners in matters of preservation, promotion, and finance

- Creating a positive image for Leakesville by advocating the city as an exciting place to live, shop, and invest
- Foster constructive relationships between local government bodies and private business and citizens
- Help recruit new stores to minimize the effects of vacancies and to diversify the retail mix
- Responsible for reaching out to new businesses, creating welcome post to Media specialist for promotion
- Aid in acquisition of adequate financing for new and existing businesses and for renovation of historic structure
- All Chamber of Commerce media promotions are to be directed to the Media coordinator at least one week prior to the event
...is responsible for taking the lead on organizing projects or completing reports.

Example: Goal for the Economic Restructuring Committee - Strengthen and broaden the economic base of downtown.

Likely candidates are:

- ___ merchants
- ___ downtown property owners
- ___ realtors/mortgage brokers
- ___ consumers
- ___ marketing professionals and teachers
- ___ developers
- ___ stock brokers
- ___ business students
- ___ the City's economic development staff
- ___ Economic Development Council (EDC) staff
- ___ Small Business Development Center (SBDC) representatives

Committees of a downtown revitalization programs using the Main Street™ Approach are typically made up of five to seven people who meet at least once a month to plan and prepare activities. These activities usually create additional demands for time and volunteers. The committee should consider forming task groups to involve others in the effort for specific projects and activities.

DESIGN COMMITTEE:

Job Description:

- Provides information on painting, construction, historic renovation, and preservation
- Coordinates information on design assistance and financial incentives for building owners
- Aid in providing design services for buildings and signage (murals)
- Promote and assist in city beautification projects (landscaping)
- Participate in planning and development of public interest projects in downtown area
- Promote effective redevelopment efforts and assist in planning for the stabilization and revitalization of downtown area
- Recommend appropriate uses and design standards for downtown development compatible with historic preservation

- All Design committee promotions are to be directed to the Media coordinator at least 1 week prior to the event
- acts as first contact for the public on preservation issues in the commercial district.
...is responsible for taking the lead on motivating design change downtown.

Example: Goal for the Design Committee - Encourage visual improvements through good design compatible with historic features.

Likely candidates are:

- ___ architects
- ___ history buffs
- ___ real estate agents
- ___ interior designers and florists
- ___ contractors
- ___ graphic designers and artists
- ___ downtown property owners
- ___ architecture students
- ___ city planners
- ___ civic group volunteers

EVENTS COMMITTEE:

Job Description:

- Sponsor cultural, employment and commercial district revitalization activities in the downtown area
- Create a positive image for Leakesville by planning events and activities that draw people to downtown
- Work in conjunction with charitable and educational organizations (ie county fair, schools, etc) whose primary interest is to serve the community.
- Helps members coordinate special events and is responsible for taking the lead on organizing or running events.
- Coordinates vendors
- Determines time, place, of an event and communicate details to Media coordinator for promotion
- Organizes events and entertainment
- Oversees logistics of events
- Develop a timeline a minimal of 6 months or more prior to event for planning and execution of the plan
- All Events promotions are to be directed to the Media coordinator at least one week prior to the event

Likely candidates are:

- ___ downtown merchants and employees
- ___ civic groups involved in the arts
- ___ school board members
- ___ civic group volunteers
- ___ volunteer specialists

___ people who want to be “part of the action”

Currently we focus on 3 major events during the Year: **Cinco de Mayo** (New this Year- Saturday May 6)
Independence Day Celebration- June 24, 2023 (Last Saturday in June)
Christmas- December 9, 2023

The Chairman's responsibility is **to manage, coordinate and delegate** all aspects of an event. Each component can be delegated to other volunteers. For example, someone can be in charge of getting music or a band, someone else sound system, someone else vendors (Jarma), all promotions go through Shonna and her committee, another can be in charge of organizing children's activities such as three legged race, egg race, etc. Building a team to organize these events is key. The Executive Committee will help in any way needed.

You will have a committee of volunteers to help and more can be recruited.

Hold meeting monthly with committee to help brainstorm, coordinate, delegate, and organize events at a time that is convenient to volunteers and committee members.

Prior approval is required to spend more than \$150.00.

The Event committee has a budget.

Not responsible for decorating the venue- there is a committee and two co-chairman responsible for that (Amy Nicholson, Allison Dykes)

MEDIA COORDINATOR

Job Description:

- Creates an organization brochure
- Coordinates production of PR, graphic image, and other promotional materials
- Creates informational brochures, maps, and guides
- Creates special event flyers, pamphlets, and poster in conjunction with Events committee
- Oversee production of newsletter or blog for the website
- Maintains website
- retail and business member promotions

...is not responsible for taking the lead on organizing or running events.

Likely candidates are:

- ___ marketing/advertising professionals
- ___ teachers of marketing or design
- ___ staff in advertising or tourism offices
- ___ graphic designers and artists

RECREATION COMMITTEE

Job Description:

Primary function to act as liaison between the municipal government and independent recreational leagues to insure cooperation between the entities.

- Work with the city street supervisor to ensure facility equipment at all parks is functional and safe
- Work with the Street supervisor to ensure the recreational fields are well maintained
- Introduce creative uses for other parks
- Communicate recreational events to Media Coordinator at least one week prior to deadline

Example: Goal for the recreation committee Organize a committee to develop the Chickasawhay Blue Way for water recreational use and develop plans for other ways to develop the Chickasawhay Blue Way

Likely Candidates are:

- ___ Parent volunteers
- ___ President of recreation leagues
- ___ Coaches of recreation programs
- ___ Coaches of school athletic programs
- ___ Parents of children involved in sports
- ___ Forestry commission
- ___ Nature lovers

COMMITTEE MEMBERS AND CHAIRPERSONS: ROLES AND RESPONSIBILITIES

Responsibilities of Committee Members:

- Commits to at least one year of service
- Commits to monthly committee meetings and to subcommittee meetings if appropriate
- Works 3 to 5 hours per month outside of committee meetings
- Attends all training sessions
- Reads selected orientation materials
- Learns about the Main Street™ Approach to downtown revitalization
- Recruits/orients new members
- Prepares in advance for meetings
- Cooperatively drafts an annual work plan
- Takes responsibility for projects
- Always presents the organization positively to the public

Roles of a Committee Chair:

- Recruits committee members
- Runs meetings
- Organizes work plans and keeps the committee "on-track" with work plans
- Forges consensus
- Is a spokesperson on behalf of the committee at the monthly meeting. (Programs should have board representation at the committee level to be a two-way conduit of information.)
- Works to coordinate projects with staff

- Does the “paperwork”, including minutes, work plans, evaluations and committee records

Qualities of an Effective Chairperson:

- Understands and teaches others about the Main Street™ Approach
- Has a genuine desire to lead the committee and make great things happen
- Has strong organizational skills
- Is a team player!
- Enjoys learning

Enjoys managing people and projects

- Facilitates group discussion
- Makes sure meeting agendas stay on track
- Maintains a positive attitude that inspires and encourages others
- Respects other people’s viewpoints and skills
- Can manage diverse personalities and conflicts
- Communicates the committee’s goals and progress to members and the public
- Displays integrity, self-confidence, persuasiveness, decisiveness, and creativity