



POSITION DESCRIPTIONS

OMS COMMITTEE MEMBER

JOB DESCRIPTION

COMMITTEE: OMS Board

SUPERVISOR: OMS Committee Chairman

JOB TITLE: OMS Committee Member

TERM: One Year

DESCRIPTION

Committee members are a vital part of the Main Street program. Committee members take on the responsibility of project managers and/or task owners of work plans.

DUTIES

Committee members are expected to:

- 1.) Become informed regarding the Main Street Program by attending provided training.
- 2.) Always act in the best interest of the Main Street organization.
- 3.) Do not participate in discussions and vote on matters where a conflict of interest exists.
- 4.) Attend monthly committee meetings.
- 5.) Actively participate in developing and monitoring the committee's work plans.
- 6.) Stay informed with what is going on within your committee.
- 7.) Ask questions, request information, participate in and take responsibility for making decisions on committee issues.
- 8.) Notify the Committee Chair if you will miss a meeting.
- 9.) Actively assist in recruiting new committee members, task owners, and other volunteers.
- 10.) Make an annual, personal commitment to the Main Street program.
- 11.) Understand and inform others about the Main Street Approach®
- 12.) Have a genuine desire to participate in the committee to make great things happen
- 13.) Contribute time and skills to assist in the completion of committee work plans
- 14.) Enjoy being part of a team and working with people on projects
- 15.) Participate in committee discussions
- 16.) Maintain a positive attitude that encourages participation and enthusiasm by others
- 17.) Respect others' viewpoints and skills
- 18.) Communicate the committee's goals and progress to members and to the public
- 19.) Display integrity

QUALIFICATIONS

Commitment to the Owosso Main Street Program and the National Main Street Program, effective leadership and management skills, ability to work with a wide variety of people, and team building.

TIME COMMITMENT

Each OMS Committee Member should be willing to commit 3 - 5 hours per month, excluding meetings.