



POSITION DESCRIPTIONS

OMS ORGANIZATION COMMITTEE CHAIRMAN JOB DESCRIPTION

COMMITTEE: Organization Committee

SUPERVISOR: OMS Board Chairman

JOB TITLE: OMS Organization Committee Chairman

TERM: One Year

DESCRIPTION

The Organization Committee Chair is responsible for interpreting the committee's purpose as well as recruiting and managing volunteers to make that purpose a reality.

DUTIES

In addition to the duties of an Authority Member, the OMS Board Secretary is responsible for:

- 1.)** Identifying the goals assigned to the Committee by the OMS Board, and leading the process of converting those goals into work plans.
- 2.)** Managing the volunteers of the committee, including tracking and reporting volunteer hours, recruiting new volunteers, and training/recognizing/thanking volunteers.
- 3.)** Being a member of the OMS Board and acting in the best interest of the Board.
- 4.)** Conducting committee meetings.
- 5.)** Preparing and sending out meeting agendas at least two days prior to a committee meeting
- 6.)** Providing committee reports at OMS meetings
- 7.)** Taking and publishing approved meeting minutes or appointing a committee member to do so.
- 8.)** Guiding work plan project managers in writing effective work plans; chair has final responsibility for content.
- 9.)** Submitting an annual committee budget based on the budgets for individual work plans.
- 10.)** Staying in contact with committee members between meetings to provide assistance as needed.
- 11.)** Attending appropriate training opportunities.
- 12.)** Facilitating and ensuring adequate communication between committees, the OMS Board, and the OMS Manager.
- 13.)** Preparing and sending a newsletter article to the Organization Chair by the last day of the month.
- 14.)** Identifying a vice chair or a committee member to conduct a committee meeting if the Chair will be absent (no committee meeting will be cancelled or re-scheduled).
- 15.)** Preparing the assigned section of the MMS Monthly Report and submitting to the Main Street Manager by the first of every month.

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, a basic understanding of volunteer recruitment and management, teambuilding, and meeting management skills.

TIME COMMITMENT

The Organization Committee Chair should be willing to commit 8 - 14 hours per month, excluding meetings.