



## POSITION DESCRIPTIONS

### ***OMS PROMOTION COMMITTEE CHAIRMAN JOB DESCRIPTION***

**COMMITTEE:** Promotion Committee

**SUPERVISOR:** OMS Board Chairman

**JOB TITLE:** OMS Promotion Committee Chairman

**TERM:** One Year

#### **DESCRIPTION**

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