

# Sterling Main Street SPECIAL EVENT COMMITTEES

## Position Description



### **General Information:**

Type: Volunteer  
Term: A one (1) year commitment is asked for as a minimum  
Reports to: Committee Chair\*  
Description: Plan and produce specific events held in Downtown Sterling.  
Comments: Current Event Committee opportunities include: Car Show, Sip Into Spring|Fall, Twin City Farmers Market special events, Pop-Up Market series; Hot Dog Day, Hops on the Rock, and Seasonal Sights & Sounds.

### **Performance Requirements:**

Attendance: Regular attendance at Committee Meetings is expected.  
Effort: You are expected to give this job your best effort; to stay informed, ask questions and participate in discussion, decision making and implementation of committee activities.

### **Specific Job Duties:**

- Attend Committee meetings and actively participate.
- Accept assignments and tasks that ensure the objectives of the committee are met.
- \* Additional duties required by Committee Chair include:
  - Working with the Executive Director to prepare agenda for committee meetings.
  - Lead committee meetings.
  - Prepare reports on committee activities, as needed, for the Board of Directors.

### **Time Commitment**

Committee Meetings: Committees meet as needed for a period of 3-6 months (depending on the event) in advance of event dates. Meetings should last 60-90 minutes.

Additional Time Commitments: The additional time commitments for this position are spent carrying out the tasks and responsibilities of the committee and in working the event itself, including the set-up and clean-up needs of the event.

