Sterling Main Street

DESIGN COMMITTEE

Position Description

General Information:

Type:	Volunteer
Term:	Ongoing
Reports to:	Committee Chair*
Description:	The Design Committee enhances the downtown's physical appearance while preserving its historic fabric and authentic character.
Comments:	The Design committee also includes oversite of the 20 historical murals located throughout the downtown and their ongoing needs. There is dedicated subcommittee for the Murals.

Performance Requirements:

Attendance:	Regular attendance at Design 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 Design Committee activities.

Specific Job Duties:

- Attend Design 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.

Objectives of the Design Committee:

- Planning & implementing downtown beautification projects such as the lamppost flower baskets and other annual plantings; includes coordinate of Team Up 2 Clean Up event(s).
- Educating property owners about the façade grant program and review of applications.
- Encourage seasonal storefront decorating (i.e. special Christmas windows).
- Working with EV & Promotions Committee and City to help market vacant properties.
- Works with City of Sterling & Public Works for changes in aesthetics of downtown (i.e. Christmas decorations; changes in street furniture; etc.).
- Plan for the marketing and maintenance needs of the downtown murals.

Time Commitment

Design Committee Meetings:	Meetings are held monthly on the 2nd Monday of each month at 3:00 PM.
Additional Time Commitments:	The additional time commitments for this position are spent in carrying out the tasks and responsibilities of the committee.

Updated: April 2024