Sterling Main Street

ECONOMIC VITALITY COMMITTEE

Position Description

General Information:

Type:	Volunteer
Term:	Ongoing
Reports to:	Committee Chair*
Description:	The Economic Vitality (EV) Committee works to strengthen the local economy by supporting the existing base, fostering entrepreneurship, development, strategic recruitment, and use of space.
Comments:	The EV committee is critical for the downtown's long-term success. Ensuring that Downtown Sterling is competitive when entrepreneurs are looking to locate their business is key.

Performance Requirements:

Attendance:	Regular attendance at EV 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 EV Committee activities.

Specific Job Duties:

- Attend EV 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 Economic Vitality Committee:

- Works with existing business owners to provide support and connect to resources as needed for their ongoing success.
- Works with existing business owners to identify any issues or concerns to doing business in the downtown and work to find resolution to those issues.
- Recruitment activities as needed and work with property owners to attract new businesses to Downtown Sterling to fill vacancies
- Oversite of the Shoppes at Grandon Plaza small business incubator.

Time Commitment

EV Committee Meetings:	Meetings are held on the monthly on the 3rd Tuesday of each month at 4:00 PM at the Sterling Main Street office.
Additional Time Commitments:	The additional time commitments for this position are spent in recruiting new committee members and carrying out the tasks and responsibilities of the committee.

Updated: April 2024