



Howell Main Street Committee Member Agreement



Committee members are a vital part of the Howell Main Street program. Committee members are doing the heavy lifting for the Howell Main Street program, taking the goals provided by the DDA Board and turning them into measurable projects.

As a committee member, you are responsible to do the following:

- Become informed regarding the Howell Main Street Program. Attend provided trainings as well as attend Michigan Main Street Quarterly Trainings pertaining to your committee;
- Act in the best interest of the organization. Do not participate in discussions and vote on matters where a conflict of interest exists; (Committee members must follow the organizations conflict of interest policy);
- Attend monthly committee meetings;
- Committee members are encouraged and invited to attend Howell Main Street events when possible;
- Actively participate in developing and monitoring the committee's work planning process;
- Stay informed with what is going on within your committee, its projects and work plans. Ask questions, request information, participate in and take responsibility for making decisions on presented issues;
- Notify the committee chair if you will miss a meeting or deadline;
- Actively assist in recruiting new members to complete projects and serve on committees;
- Make an annual, personal contribution to the program at an appropriate self-determined level and;
- Actively participate in committee projects and fundraising activities.

An effective committee member also:

- Understands – and routinely teaches others – about the Main Street Approach® to revitalization;
- Has a genuine desire to participate in the committee and make great things happen;
- Has organizational skills to assist in work plan development and project completion;
- Enjoys being part of a team and working with people on projects;
- Participates in group discussions;
- Maintains a positive attitude that encourages participation and enthusiasm by others;
- Respects others' viewpoints and skills;
- Communicates the committee's goals and progress to members and to the public and;
- Displays integrity, self-confidence, persuasiveness, decisiveness and creativity.

A committee member should at a minimum expect to:

- Commit at least one year of service;
- Work at least three to five hours a month on tasks outside of committee meetings;
- Teach others the Main Street Approach®;
- Recruit and orient new committee members;
- Assist with the committee's work plans and projects and;
- Remove oneself from any activity where personal conflicts of interest may arise.

X _____ Date

I enthusiastically agree to the terms and conditions of this agreement.