

Uptown Plain City Organization Core Committee Chair Job Description

Position Requirements: The ideal candidate must possess strong organizational skills complemented by flexibility, be able to lay the ground work and coordinate resources to maximize productivity, and achieve objectives within deadlines. Cultivates team building through trust and nurturing relationships, ultimately creating unanimity amongst committee members. Core committees are Business Enhancement, Design, Marketing, and Operations.

Position(s) Supervised: Committee volunteers

Time Requirements: 10 – 20 hours per month

General: Appointed annually by the President and approved by the Board of Directors. Provides leadership for the committee and sub-committees; providing guidance to volunteers as needed, and making the final decisions. The Chair is the spokesperson for the entire group – articulating the goals and progress of the committee and ensuring committee evaluations are submitted to the organization's executive members.

Specific Duties:

1. Is a member in good standing of the Uptown Plain City Organization (UPCO).
2. Sets tone for the committee work.
3. Recruits volunteers.
4. Ensures that members and volunteers have the information needed to do their jobs.
5. Oversees the logistics of committee's operations, establishing a task management schedule.
6. Reports to the full Board on committee's decisions/recommendations.
7. Ensures all subcommittees finish on budget.
8. Initiates and leads or works with Event committee chairs (where applicable) on the committee's annual evaluation.
9. Assigns work to the committee members, sets the agenda, runs the meetings, and ensures timely distribution of meeting minutes.
10. Participates in procuring sponsorship and donations for the needs of the committee.
11. Responsible for establishing and maintaining event budget, adding timelines for annual report/meeting and final budget after event.
12. Has final responsibility for all decisions of the committee.
13. Responsible for completion of event evaluation and event goals for annual report/meeting.
14. Serves on the Executive committee.
15. Responsible for committee succession planning.
16. Receives no compensation.
17. The term for Event committee chair is for one year with no limit on consecutive terms.