

# Organization Committee

Protecting our *Past...*

Strengthening our *Present...*

Guiding our *Future...*

The Main Street Approach advocates a return to community self-reliance, local empowerment, and the rebuilding of traditional commercial districts based on their unique assets: distinctive architecture, a pedestrian-friendly environment, personal service, local ownership, and a sense of community.

Main Street strives to make a difference in the lives of our residents by providing our community the opportunity to revitalize the commercial business district through economic development and historic preservation.

Main Street merchants, building owners, and local government officials will learn how to promote our downtown business district by; making their buildings look attractive and functional, marketing their goods and services, and attracting new customers and business while maintaining high levels of customer service.



**Would you like to  
be a volunteer for  
one of our  
committees?**

**Would you like to make a  
difference in our community?**

Please Contact:  
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## *Our Mission*

To preserve and enhance historic downtown Sheridan to ensure future prosperity.

## *Our Vision*

The Downtown Sheridan area will serve as the heartbeat of the community where people come together to enjoy the convenience and friendliness of hometown businesses, local services, specialty and convenience shopping and unique recreational and cultural activities. Our downtown will be the pride of our community providing both financial and intrinsic value, a popular destination for visitors as well as new businesses and residents while preserving our historical assets.

## *What* does the Organization Committee do?

“The Main Street program is already organized, so why have a committee?”...is a typical reaction of newcomers. But the Organization Committee plays a key role in keeping the Board, Committees, staff, and program-of-work in good shape by attracting people and money to the organization. To succeed your committee must take responsibility for managing the financial and logistical aspects of a nonprofit organization by:

- **Raising money**-for projects and administration, from donations and sponsorships
- **Managing staff and volunteers**-by recruiting people, supervising them, and rewarding good work
- **Promoting the program**-to downtown interests and the public
- **Managing finances**-by developing good accounting procedures
- **Holding meetings**-to identify community resources, develop strategies and brainstorm ideas
- **Visiting business people**-to solicit their support and update them on the program's plans
- Talking with the media-to answer questions, gather data or give them fresh news
- Coordinating groups-to help launch fundraising campaigns and volunteer recruitment
- Meeting with Board members-to oversee development of financial budgeting and tracking systems

## Expectations for Committee Members

Members should at minimum expect to:

- Commit to at least one year of service
- Meet with committee once a month
- Volunteer 3-5 hours a month
- Attend all training sessions
- Learn the Main Street Approach
- Recruit and orient new members
- Take responsibility for projects
- Report all volunteer hours to the Downtown Sheridan Association office

## Expectations for Committee Chair

Chair should meet all requirements above AND:

- Volunteer 6-12 hours a month
- Organize the committee's work plan
- Call and run committee meetings
- Delegate tasks to responsible members
- Appoint and oversee any subcommittee
- Report on Board issues to committee
- Attend the monthly Downtown Sheridan Association board meeting to report committee activities

It's good to remember that the Board sets the organization's direction, while committees make the projects happen. The Board may give general ideas about fundraising and volunteer recruitment, it should be looking to the committees for concrete work plan proposals that it will review and approve.

**Promoting the Main Street program is often a job for the Organization Committee!**

## *Who* typically serves on the Organization Committee?

Likely Candidates are:

- **Downtown merchants**
- **Property owners**
- **Residents**
- **Civic group volunteers**
- **Accountants**
- **Media Representatives**
- **Volunteer specialists**

*Or people that have an interest or experience with:*

- **Communication**
- **Building partnerships**
- **Sales**
- **Supervising**



*Downtown*  
**Sheridan Association**