Volunteer Role Description - Main Street Sub-Committees

**Expectations:**

* Financial commitment - be a *Friend of Main Street*
* Time commitment of 4-10 volunteer hours a month
* Monthly Meeting – approximately 60 minutes
* Attend Main Street training whenever possible

**Sub-Committee Responsibilities:**

* Forward policy recommendations to the Chamber Board of Directors
* Maximizing volunteer involvement in the revitalization effort
* Program fundraising/Friends of Main Street growth
* Supports the work of other sub-committees by volunteering time and expertise

**Benefits:**

As a member of a Main Street Committee, you are an advocate for downtown and will be viewed in the community as a leader in the area of downtown revitalization. Within the committee itself, you will be viewed as an expert in your field because of the business field you represent and will be consulted with throughout your time in the committee.

**Tracking Volunteer Hours**

As part of our designation, we are required to track volunteer hours. Please be sure to keep track of your hours that support Main Street outside of meetings. Staff can easily count the number of hours you attend at meetings, but will need your help to identify time spent outside of meetings in support of Main Street.

Ideas to help keep track include:

* Creating a spreadsheet and self-monitoring
* Use a time tracking app or note on your phone
* Keeping notes near your computer and reporting on a regular basis
* Sending a quick email to Main Street staff with amount of time whenever you work on a project
* Verbally informing staff at committee meetings
* Making notes in your day planner or online calendar
* Use the volunteer tracking form in this packet