

VOLUNTEER POSITION: Design Committee Member

The Design Committee's purpose is to create an attractive, coordinated and quality image of the downtown by capitalizing on its unique assets and heritage. The committee's responsibilities do not lie solely with the improvement of traditional commercial building. It should be involved with all aspects of design that affect the downtown's image. Such activities include analyzing parking, coordinating window displays, and acting as a design resource for property owners. This committee will play a critical role in setting up and administering a design review and approval process.

LOCATION: City of Berkley Downtown Development Authority
3338 Coolidge HWY, Berkley, MI 48072

MEETINGS: Attend regularly scheduled committee meetings.
Date: To be determined
Time: To be determined

LENGTH: Looking for volunteer commitments of at least one year.

RESPONSIBILITIES: The volunteer will be responsible for implementation and facilitation of the tasks outlined in the annual work plan.

TASKS AND REQUIREMENTS:

1. Attend a majority of the Design Committee meetings (Committee chairperson will be required to also attend a majority of the DDA Board of Director's meetings).
2. Be willing to commit approximately 5 hours per month in addition to monthly committee meetings (DDA Board meetings are required for the Chairperson).
3. Assume primary responsibility for at least one area of the annual work plan.
4. Enlist the help of other community members as volunteers.
5. Encourage appropriate design change, as outlined by the City of Berkley DDA, throughout the DDA district.