

**VOLUNTEER POSITION:** Organization Committee Member

Much of the success and viability of the Berkley DDA will depend on its ability to recruit and develop new leadership, to stay in close touch with its supporters and meet their needs and attract a large number of volunteers. This will be an ongoing effort that requires diligent work all year by one group – the Organization Committee – established to meet several needs: to recruit new volunteers and help them find assignments they will enjoy, to raise funds for the program’s ongoing operation, and more.

**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 commitments of at least one year.

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

**TASKS AND REQUIREMENTS:**

1. Attend a majority of the Organization 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. Oversee the development and implementation of all fundraising efforts.
5. Organize a Berkley DDA annual membership program.
6. Oversee the development and implementation of social events and activities for volunteers and DDA business/ property owners.
7. Organize and conduct volunteer training programs as needed.
8. Develop/ evaluate annual organization budget and work plan.
9. Enlist the help of other community members as volunteers.