

Be a volunteer in  
Downtown Renton!  
Find the Committee that is  
right for you

# ORGANIZATION COMMITTEE

## MISSION

Build collaboration among a broad range of public and private sector groups, organizations, and constituencies.

## COMMITTEE MEMBER ROLES

To succeed, this committee must take responsibility for managing these financial and logistical aspects of the non-profit organization:

- ▶ **Raising money**—for projects and administration, from donations and sponsorships;
- ▶ **Overseeing volunteer activities**—by recruiting and supervising people and rewarding good work;
- ▶ **Promoting the program**—to downtown interests and the public;
- ▶ **Managing finances**—by developing good accounting procedures.

## WHAT DOES THE ORGANIZATION COMMITTEE DO?

The Organization Committee plays a key role in keeping the board, committees, and staff functioning by attracting people and money to the Main Street program.

## EXAMPLES OF PROJECTS

- ▶ Develop an organizational structure, Articles of Incorporation and Bylaws
- ▶ Formulate accounting systems
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- ▶ Payroll/employee number
- ▶ Registrations: state, county, city
- ▶ Bank/charge accounts
- ▶ Hire an executive director

## HOW TO GET INVOLVED

Sign up at [rentondowntown.com/volunteer](http://rentondowntown.com/volunteer) or email [RDP@gorenton.com](mailto:RDP@gorenton.com) and someone will follow up with you!

## FIND MORE INFORMATION ONLINE

[RentonDowntown.com/Volunteer](http://RentonDowntown.com/Volunteer) or contact us at  
[RDP@gorenton.com](mailto:RDP@gorenton.com)