



CITY OF WINSTON OREGON
JOB DESCRIPTION
TITLE: ECONOMIC DEVELOPMENT
COMMITTEE MEMBER: 3 YEAR TERM

DEPARTMENT: CITY COUNCIL

DATE: MARCH 2023

POSITION SUMMARY:

The Committee should consist of six voting members and a generally non-voting Chair, all from the community at large who are citizens or business owners. The Committee should also consist of non-voting “*ex-officio*” members such as the City Manager and any other individuals as the voting members may direct. All voting members and the Chair shall be appointed by the Mayor with confirmation by the City Council. Members of the Board shall receive no compensation for services rendered but may be reimbursed for any incidental expenditure approved by the mayor and council. A councilman or councilwoman is selected by the mayor and fellow councilors to serve as liaison to the Committee.

REPORTING RELATIONSHIP

Members report to the Mayor and City Council by making recommendations to the Council on any economic development related business that is presented to the Committee. These recommendations shall be voted on and approved by the majority and forwarded to the City Council through the Committee’s council liaison.

CHAIRMAN OR CHAIRWOMAN—*Elected during the first meeting in January of even numbered years.*

- The Chairman or Chairwoman leads the meeting.
- Only casts their vote in the event of a “*tie*”.
- Is responsible for maintaining order.
- Is aware of timing and content of deliberations.

OTHER MEMBERS

- The Committee shall make rules, regulations, and procedures as it deems necessary, but all the rules, regulations and procedures shall be consistent with the laws of the state, the City Charter and city ordinances.
- The Committee shall meet at least once per month on the second Wednesday of the month at 12:00 noon or as otherwise determined by the Committee and approved by the Council.
- The Committee shall submit copies of its minutes to the City Council.
- The Committee shall be responsible for reviewing activities and funding potential from the city’s Urban Renewal Agency.
- The Committee shall be responsible for making recommendations regarding requests for tourism grants from the city’s transient room tax funds.
- Members shall vote on all subjects brought before the Committee. (*Robert’s Rules of Order apply*)
- Members shall interact with staff in a professional courteous manner.

DUTIES OF COUNCIL LIAISON

- The Council Liaison:
 - Reports recommendations of the Committee to the City Council.
 - Reports suggestions or concerns of their constituents to the Committee.
 - May participate in deliberations, but not lead them.
 - Should not overly influence the decision of the Committee.

DUTIES OF “EX-OFFICIO” MEMBERS

- An “*ex officio*” member:
 - Is a professional or specialist in their field of work.
 - May provide valuable expert advice to the Committee

WORKING CONDITIONS & PHYSICAL DEMANDS

This position works in a Board, Commission or Committee environment and as such must be physically able to meet the demands of getting to, and participating in, the meetings while seated for a period of up to 2 hours.