

# MOUNT JACKSON HOMETOWN PARTNERSHIP

5966 Main St, Mount Jackson, Virginia 22842

**Curtain Call Cafe**

**October 7th, 2022**

**5:30 PM - 6:30 PM**

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## **AGENDA**

**CALL TO ORDER - MOUNT JACKSON HOMETOWN PARTNERSHIP - 5:30 PM**

**INVOCATION AND PLEDGE OF ALLEGIANCE**

**APPROVAL OR AMENDMENT OF October 7TH, 2022 MEETING AGENDA**

### **DISCUSSION**

1. Election of 2023-2024 Leadership
  - a. Chair
  - b. Vice Chair
  - c. Treasurer
2. Election of 2023-2024 Other Positions
  - a. Secretary
  - b. Community Ambassadors
  - c. Event Coordinator
  - d. Public Improvement Coordinators
  - e. Media Outreach Coordinators
3. Apple Harvest Festival
  - a. Vendors
  - b. Bands
  - c. Parade
  - d. Donations
  - e. Volunteers
  - f. Midnight Ghost Tour
4. Rack Card And Publicity
5. Veterans Day Celebration
6. Tree Lighting

### **UPDATES**

1. Words Of Guidance From 2023-2024 Leadership
2. Military Tribute Banners Program
3. Traffic Control Box Wraps
4. MOU With Town

### **NEW BUSINESS / IDEAS**

1. Invite a friend to come to our next meeting, and ask them to bring a friend as well

### **CLOSING**

1. Items for next month's agenda
2. Other Comments / Business
3. +/-

### **ADJOURNMENT**

**NEXT MEETING, Final 2022 Meeting, November 3rd, 2022 5:30 - 6:30 PM At Curtain Call Cafe**

## C. MJHP Positions and Descriptions

There are three positions noted as being the MJHP Leadership and their responsibilities are as follows:

### **1. Chair**

- a. General Responsibilities: The Chair is responsible for maintaining the operations of the MJHP, manages MJHP meetings, meets with Town Leadership, and meets with MJHP Leadership to plan and organize.
- b. Election and Terms: The Chair is elected for a two year non-consecutive term and may not be re-elected as Chair until a four year period has passed. If away, the Vice Chair will fill the role of the Chair. The Chair is elected at least two months prior to the start of their term, but no more than six months prior to the start of term.
- c. Succession: If the Chair has abdicated their seat then the Vice Chair will be automatically granted the title of Interim Chair with the Secretary to take the title of Interim Vice Chair and will act out the rest of the previous Chair's term yet this shall not constitute a full term and the Interim Chair may run for election at the proceeding election.
- d. Powers: The Chair has the power to create partnerships with outside organizations, dictate the items on the agenda of the meeting, decide meeting details (the date, time, duration, and place), commission new projects (funding is subject to approval by the MJHP), appoint new titles and responsibilities to MJHP members, call a special meeting, arrange ballots, make tie breaking votes when required, veto MJHP votes (unless overridden by  $\frac{2}{3}$  vote of the MJHP active membership which refers to those who attend at least 75% of meetings of that calendar year), apply for funding opportunities, have access to the MJHP bank account, issue checks in the name of the MJHP, make purchases for the MJHP, close a MJHP meeting, create subcommittees and appoint MJHP members to said subcommittees, call MJHP members out of line and order them to be removed from a meeting if necessary, and hold MJHP members accountable and disbaring a member from the organization.
- e. Duties Required:
  1. Act honestly and in good faith, exercise due care and diligence and not make improper use of the position.
  2. Represent the MJHP and act for the good of the MJHP and Town rather than personal or private interests.
  3. Maintaining a strong working relationship with the Town of Mount Jackson and Town Leadership.
  4. Guiding and directing the MJHP and providing the MJHP a vision for its future.
  5. Attending every meeting and event unless in the event of an emergency or when the Vice Chair is available to fill in as Interim Chair for the meeting or event.
  6. Direct the Secretary or their designee the details of agendas for MJHP meetings for the Secretary to share with the MJHP.
  7. Lead and moderate MJHP meetings and MJHP Leadership meetings.
  8. Draft or direct a designee to draft RFP's, amendments to the Memorandum, Charter and Bylaws, and other formal contractual documents.
  9. Presenting the budget of the MJHP to the Town Leadership.
  10. Presenting an annual report to the MJHP and the Town to inform each on the work being done by the MJHP and outline the vision for the future.
- f. Requirements For Qualification:
  1. Meet the requirements for Election.
  2. Not be an elected member of Government (Town, County, State, Federal, etc).
  3. Not have a Leadership position in any political party or political organization.
  4. Age of 16 or greater.
  5. Live in Shenandoah County.
- g. Skills Required:
  1. Patience.
  2. Time management (for example, starting and ending a meeting on time).
  3. People management (for example, keeping control of meetings).
  4. A high level of organization.

## 2. Vice Chair

- a. General Responsibilities: The Vice Chair is responsible for overseeing the implementation of MJHP events and projects, manages MJHP events and projects, oversees MJHP membership and partnership growth, meets with Town Leadership, and meets with MJHP Leadership to plan and organize.
- b. Election and Terms: The Vice Chair is elected for a two year non-consecutive term and may not be re-elected as Vice Chair until a four year period has passed. If away, the Secretary will fill the role of the Vice Chair. The Vice Chair is elected at least two months prior to the start of their term, but no more than six months prior to the start of their term.
- c. Succession: If the Vice Chair has abdicated their seat then the Secretary will be automatically granted the title of Interim Vice Chair and will act out the rest of the previous Vice Chair's term yet this shall not constitute a full term and the Interim Vice Chair may run for election at the proceeding election.
- d. Powers: The Vice Chair has the power to create partnerships with outside organizations, commission new projects (funding is subject to approval by the MJHP), appoint new titles and responsibilities to MJHP members, apply for funding opportunities, have access to the MJHP bank account, issue checks in the name of the MJHP, make purchases for the MJHP, call a special meeting, create subcommittees and appoint MJHP members to said subcommittees.
- e. Duties Required:
  1. Act honestly and in good faith, exercise due care and diligence and not make improper use of the position.
  2. Represent the MJHP and act for the good of the MJHP and Town rather than personal or private interests.
  3. Maintaining a strong working relationship with the Town of Mount Jackson and Town Leadership.
  4. Guiding and directing the MJHP's events, projects, and the expansion of the partnership.
  5. Attending 75% of meetings and events and shall fill in as the Chair in the event of an emergency or as requested by the Chair for the meeting or event.
  6. Direct the Public Improvement Coordinator to develop new project proposals or oversee new and/or existing projects and direct the Event Coordinator to develop new events or oversee new and/or existing events. Direct the Community Ambassadors to develop new partnerships or oversee new and/or existing partnerships and increase outreach and MJHP growth.
  7. Fill in for the role of any missing positions, or assign a designee to fill in for them.
  8. Lead and moderate MJHP meetings and MJHP Leadership meetings in the event that the Vice Chair is to fill in as the Interim Chair.
  9. Draft or direct a designee to draft RFP's and other formal contractual documents related to projects, events, and partnerships.
  10. Preparing a calendar of events for the proceeding year to be presented to the MJHP at the latest of the last annual meeting.
- f. Requirements For Qualification:
  1. Meet the requirements for Election.
  2. Not be an elected member of Government (Town, County, State, Federal, etc).
  3. Not have a Leadership position in any political party or political organization.
  4. Age of 16 or greater.
  5. Live in Shenandoah County.
- g. Skills Required:
  1. Patience.
  2. Time management (for example, starting and ending a meeting on time).
  3. People management (for example, keeping control of meetings).
  4. A high level of organization.

### 3. Treasurer

- a. General Responsibilities: The Treasurer is responsible for overseeing the development of the MJHP budget, manages MJHP financial accountings, oversees MJHP grant and donation sources, meets with Town Leadership, and meets with MJHP Leadership to plan and organize.
- b. Election and Terms: The Treasurer is elected for a two year term with no term limits.
- c. Succession: If the Treasurer has abdicated their seat then the Secretary or the Chair's designee will be automatically granted the title of Interim Treasurer and will act out the rest of the previous Treasurer's term.
- d. Powers: The Treasurer has the power to draft the budget, apply for funding opportunities, approve donation and fundraising projects, control of fixed assets and stock, have access to the MJHP bank account, issue checks in the name of the MJHP, make purchases for the MJHP, create subcommittees for financial purposes and appoint MJHP members to said financial subcommittees.
- e. Duties Required:
  1. Act honestly and in good faith, exercise due care and diligence and not make improper use of the position.
  2. Represent the MJHP and act for the good of the MJHP and Town rather than personal or private interests.
  3. Maintaining a strong working relationship with the Town of Mount Jackson and Town Leadership.
  4. Guiding and directing the MJHP's budget, finances, and expansion of the financial wealth of the partnership.
  5. Attending 75% of meetings and events except in the event of an emergency.
  6. Notifying MJHP members of their budgetary constraints.
  7. Draft or direct a designee to draft RFP's and other formal contractual documents related to financial needs and improvements for the MJHP.
  8. Preparing a Financial Year Annual Budget for the following Financial Year by the first meeting of spring.
  9. Manage and update record keeping systems for the MJHP bank account, fixed assets and stock, paypal or other accounts, fundraising efforts, cash inflows and outflows, book-keeping, payments, lodgements, petty cash, and other sources or issues related to finance for the MJHP.
  10. Provide financial reports to the MJHP every quarter.
- f. Requirements For Qualification:
  1. Meet the requirements for Election.
  2. Not be an elected member of Government (Town, County, State, Federal, etc).
  3. Not have a Leadership position in any political party or political organization.
  4. Age of 16 or greater.
  5. Live in Shenandoah County.
- g. Skills Required:
  1. Patience.
  2. Financial management.
  3. Basic knowledge of financial record keeping.
  4. A high level of organization.
  5. Ability to use excel and/or perform basic accounting functions

In addition to these positions, there are additional positions that are not always filled:

**1. Secretary**

- a. General Responsibilities: The Secretary is responsible for writing and sharing the minutes of the MJHP meetings, sends out MJHP meeting and other emails as directed by the Chair and/or Vice Chair, oversees MJHP letters and emails sent to the Partnership, and meets with MJHP Leadership to plan and organize and keep a record of the actions taken by the MJHP.
- b. Election and Terms: The Secretary is elected for a two year term with no term limits.
- c. Succession: If the Secretary has abdicated their seat then the Chair's designee will be automatically granted the title of Interim Secretary and will act out the rest of the previous Secretary's term.
- d. Powers: The Secretary has the power to draft the minutes, send out emails and notices on behalf of the MJHP, and other powers as granted by the Chair and/or Vice Chair.
- e. Duties Required:
  - i. Act honestly and in good faith, exercise due care and diligence and not make improper use of the position.
  - ii. Represent the MJHP and act for the good of the MJHP and Town rather than personal or private interests.
  - iii. Maintaining a strong working relationship with the Town of Mount Jackson and Town Leadership.
  - iv. Maintaining an accurate account of MJHP actions and discussions for future members to be able to review through minutes and note taking.
  - v. Attending 75% of meetings and events except in the event of an emergency.
  - vi. Present emails and letters sent to the MJHP to the group.
  - vii. Assist in arranging appointments and guest speakers.
  - viii. Update the website with the minutes as well as meeting materials.
  - ix. Keep a record system for past MJHP actions and meetings.
  - x. Send out MJHP meeting emails and reminders.
- f. Requirements For Qualification:
  - i. Meet the requirements for Election.
  - ii. Not be an elected member of Government (Town, County, State, Federal, etc).
  - iii. Not have a Leadership position in any political party or political organization.
  - iv. Live in Shenandoah County.
- g. Skills Required:
  - i. Patience.
  - ii. Attention to detail.
  - iii. Promptness.
  - iv. A high level of organization.
  - v. Ability to use Microsoft word and/or perform basic word document editing

## **2. Community Ambassadors**

- a. **General Responsibilities:** The Community Ambassadors are responsible for being the face of the MJHP by engaging and working with outside entities, recruiting volunteers, recruiting new members, developing relationships with outside entities so the MJHP may partner with them, engaging residents of Mount Jackson for ideas on events and improvements that the community desires, solicits donations, and meets with MJHP Leadership to plan and organize and keep the MJHP Leadership apprised of new partners, members, donors, and ideas.
- b. **Election and Terms:** The Community Ambassadors are elected for a two year term with no term limits.
- c. **Succession:** If a Community Ambassador has abdicated their seat then the Chair's designee will be automatically granted the title of Interim Community Ambassador and will act out the rest of the previous Community Ambassador's term.
- d. **Powers:** The Community Ambassadors have the power to prepare partnership deals/arrangements between the MJHP and outside entities, solicit and take donations for the MJHP, and other powers as granted by the Chair and/or Vice Chair.
- e. **Duties Required:**
  - i. Act honestly and in good faith, exercise due care and diligence and not make improper use of the position.
  - ii. Represent the MJHP and act for the good of the MJHP and Town rather than personal or private interests.
  - iii. Maintaining a strong working relationship with the Town of Mount Jackson and Town Leadership.
  - iv. Maintaining an professional yet kind and community oriented relationship with outside entities.
  - v. Attending 50% of meetings and events except in the event of an emergency.
  - vi. Present potential new partnerships, members, donors, and agreements to the MJHP Leadership.
  - vii. Draft RFP's and other formal contractual documents related to partnerships.
  - viii. Spread the word on the MJHP when attending other festivals, events, meetings, and other places where individuals, vendors, potential business partners, musicians, or other individuals/groups to collaborate with.
  - ix. Keep a record system for MJHP business and other partners.
  - x. Follow up with new and potential MJHP members to make sure they feel included and a part of the team.
- f. **Requirements For Qualification:**
  - i. Meet the requirements for Election.
  - ii. Not be an elected member of Government (Town, County, State, Federal, etc).
  - iii. Not have a Leadership position in any political party or political organization.
  - iv. Live in Shenandoah County.
- g. **Skills Required:**
  - i. Patience.
  - ii. Friendly and willing to engage others.
  - iii. A high level of organization.
  - iv. Approachability.

### **3. Event Coordinators**

- a. **General Responsibilities:** The Event Coordinators are responsible for leading certain MJHP events by working with outside entities, advising MJHP members as to their responsibilities with the events, confirming performers and vendors, determines the layout for the events, and meets with MJHP Leadership to plan and organize and keep the MJHP Leadership apprised of the status of the event.
- b. **Election and Terms:** The Event Coordinators are elected for a two year term with no term limits.
- c. **Succession:** If an Event Coordinator has abdicated their seat then the Chair's designee will be automatically granted the title of Interim Event Coordinator and will act out the rest of the previous Event Coordinator's term.
- d. **Powers:** The Event Coordinators have the power to prepare layouts for events, assign duties for events to MJHP members, solicit and take donations for the MJHP, make agreements with vendors and performers, and other powers as granted by the Chair and/or Vice Chair.
- e. **Duties Required:**
  - i. Act honestly and in good faith, exercise due care and diligence and not make improper use of the position.
  - ii. Represent the MJHP and act for the good of the MJHP and Town rather than personal or private interests.
  - iii. Maintaining a strong working relationship with the Town of Mount Jackson and Town Leadership.
  - iv. Maintaining an professional yet kind and community oriented relationship with outside entities.
  - v. Attending 50% of meetings and all events they are responsible for except in the event of an emergency.
  - vi. Present potential new event ideas, performers, donors, vendors, and event activities to the MJHP Leadership.
  - vii. Leading certain MJHP events per the direction of the Chair and MJHP Leadership.
  - viii. Confirming performers and vendors for events and determine the layout for the events.
  - ix. Draft RFP's and other formal contractual documents related to events and partnerships.
  - x. Advising MJHP members as to their responsibilities with the events.
- f. **Requirements For Qualification:**
  - i. Meet the requirements for Election.
  - ii. Not be an elected member of Government (Town, County, State, Federal, etc).
  - iii. Not have a Leadership position in any political party or political organization.
  - iv. Live in Shenandoah County.
- g. **Skills Required:**
  - i. Patience.
  - ii. Friendly and willing to engage others.
  - iii. A high level of organization.
  - iv. Approachability.

#### **4. Public Improvement Coordinators**

- a. **General Responsibilities:** The Public Improvement Coordinators are responsible for leading certain MJHP public improvement projects by working with outside entities, advising MJHP members as to their responsibilities with the projects, applying for grants and preparing sponsorship improvement projects, determines the details of the projects, coordinates with Town Leadership, and meets with MJHP Leadership to plan and organize and keep the MJHP Leadership apprised of the status of the public improvements.
- b. **Election and Terms:** The Public Improvement Coordinators are elected for a two year term with no term limits.
- c. **Succession:** If a Public Improvement Coordinator has abdicated their seat then the Chair's designee will be automatically granted the title of Interim Public Improvement Coordinator and will act out the rest of the previous Public Improvement Coordinator's term.
- d. **Powers:** The Public Improvement Coordinators have the power to prepare grant applications, develop and carry out sponsorship based public improvements, solicit and take donations for the MJHP, prepare agreements outside entities for public improvements, and other powers as granted by the Chair and/or Vice Chair.
- e. **Duties Required:**
  - i. Act honestly and in good faith, exercise due care and diligence and not make improper use of the position.
  - ii. Represent the MJHP and act for the good of the MJHP and Town rather than personal or private interests.
  - iii. Maintaining a strong working relationship with the Town of Mount Jackson and Town Leadership.
  - iv. Maintaining an professional yet kind and community oriented relationship with outside entities.
  - v. Attending 50% of meetings and events, and all project meetings they are responsible for except in the event of an emergency.
  - vi. Apply for grants and funding opportunities for the MJHP and the Town.
  - vii. Leading certain MJHP public improvements and projects per the direction of the Chair and MJHP Leadership.
  - viii. Developing sponsorship public improvement programs and carrying them out.
  - ix. Draft RFP's and other formal contractual documents related to projects and partnerships.
  - x. Advising MJHP members as to their responsibilities with the projects.
- f. **Requirements For Qualification:**
  - i. Meet the requirements for Election.
  - ii. Not be an elected member of Government (Town, County, State, Federal, etc).
  - iii. Not have a Leadership position in any political party or political organization.
  - iv. Live in Shenandoah County.
- g. **Skills Required:**
  - i. Patience.
  - ii. Friendly and willing to engage others.
  - iii. A high level of organization.
  - iv. Experience in grant writing and/or soliciting funding from outside sources.
  - v. Approachability.

## **5. Media Outreach Coordinators**

- a. **General Responsibilities:** The Media Outreach Coordinators are responsible for all media outreach and marketing for the MJHP including the creation of marketing materials, social media marketing and outreach, coordination with newspapers and television and radio news or other stations, prepare estimates for different methods of advertising, and meets with MJHP Leadership to plan and organize and keep the MJHP Leadership apprised of the status of the media outreach.
- b. **Election and Terms:** The Media Outreach Coordinators are elected for a two year term with no term limits.
- c. **Succession:** If a Media Outreach Coordinator has abdicated their seat then the Chair's designee will be automatically granted the title of Interim Media Outreach Coordinator and will act out the rest of the previous Media Outreach Coordinator's term.
- d. **Powers:** The Media Outreach Coordinators have the power to prepare marketing materials, post on social media accounts, act on media outreach purchases once approved by the Chair and or MJHP Leadership, prepare agreements outside entities for media outreach and marketing, and other powers as granted by the Chair and/or Vice Chair.
- e. **Duties Required:**
  - i. Act honestly and in good faith, exercise due care and diligence and not make improper use of the position.
  - ii. Represent the MJHP and act for the good of the MJHP and Town rather than personal or private interests.
  - iii. Maintaining a strong working relationship with the Town of Mount Jackson and Town Leadership.
  - iv. Maintaining an professional yet kind and community oriented relationship with outside entities.
  - v. Attending 50% of meetings and events, and all project meetings they are responsible for except in the event of an emergency.
  - vi. Creation of marketing materials including but not limited to posters and social / paper media banners.
  - vii. Social media marketing and outreach.
  - viii. Coordination with newspapers and television and radio news or other stations.
  - ix. Prepare estimates for different methods of advertising.
  - x. Advising MJHP members as to their responsibilities with media outreach and marketing.
- f. **Requirements For Qualification:**
  - i. Meet the requirements for Election.
  - ii. Not be an elected member of Government (Town, County, State, Federal, etc).
  - iii. Not have a Leadership position in any political party or political organization.
  - iv. Live in Shenandoah County.
- g. **Skills Required:**
  - i. Patience.
  - ii. Friendly and willing to engage others.
  - iii. A high level of organization.
  - iv. Experience in using social media and basic knowledge of graphic design.
  - v. Approachability.