



## Team Member Job Description

### Background

The Susquehanna Greenway Partnership (SGP) is a 501 (c)3 nonprofit organization based in Lewisburg, Pennsylvania. SGP is the lead advocate for planning and implementing the Susquehanna Greenway in 22 Pennsylvania counties. Regional Partner organizations work with SGP staff to assist with local project planning and development. SGP and its Regional Partners collaborate with government entities and organizations to conserve resources vital to the Susquehanna Greenway and to promote the use and enjoyment of the Susquehanna River and its diverse river towns.

SGP provides technical assistance to help river towns address environmental conservation, recreation, community and economic development needs through local and regional planning and the implementation of low impact green infrastructure projects that improve water quality, build and enhance town parks, trails and river access points.

### River Town Partnerships

SGP works with river town partners to build the Greenway. Through its *Revitalizing River Towns Initiative*, SGP helps riverfront communities organize teams to build green river town environments and economies. River Town Revitalization Teams work with municipal, county and state governments, community organizations, and SGP to improve the environmental health and economic vitality of Greenway River Towns and their attraction to residents and visitors alike.

### River Town Team Name

The Susquehanna Greenway River Town Revitalization Team for (BOROUGH NAME) shall be named the \_\_\_\_\_ TEAM or any other name deemed appropriate by the Borough of \_\_\_\_\_.

### Team Purpose

The TEAM is an ad hoc committee formed by the Borough of \_\_\_\_\_ to assist the Borough and the Susquehanna Greenway Partnership in efforts to: 1) strengthen the image and identity of (BOROUGH NAME), 2) build a network of low impact green infrastructure, and 3) foster local business development and job creation linked to public use and enjoyment of the Susquehanna River and Greenway in BOROUGH NAME and its outlying region.

**Team Structure**

The TEAM is an ad hoc committee formed and appointed by the Borough of \_\_\_\_\_ . Team members shall serve without compensation. However, the Borough Council, at its sole discretion and with advance approval, may compensate Team members for certain out of pocket expenses related to the fulfillment of Team purposes such as out-of-the-area meeting attendance, training programs, etc.

Team leaders shall include the Chairperson, Vice Chairperson, and Secretary-Treasurer. The Chairperson shall preside over meetings of the Team and represent the Team as may be required from time to time. The Vice Chairperson shall preside and report in the absence of the Chairperson. The Secretary-Treasurer shall maintain a succinct record of meeting agendas, discussions and decisions and maintain a record of accounts as the Team may have or require from time to time.

**Team Reporting**

The Chairperson shall make quarterly progress reports on Team activities to \_\_\_\_\_ Borough Council or at other times as may be requested or directed by Borough Council.

**Team Committees**

The Team Chairperson may establish regular and temporary committees of the Team as necessary to assist the Borough and the Susquehanna Greenway Partnership with project planning and implementation. Such committees may include, but shall not be limited to, the 1) Business Development and Promotion Committee, 2) Green Infrastructure Planning and Design Committee, and 3) Special Projects Committees. Committee Chairpersons shall be designated by the TEAM Chairperson.

Committee actions and recommendations shall be coordinated with the full TEAM membership. Committee activities, recommendations and actions shall be routinely coordinated with Borough Council and the Mayor by the Team and Committee Chairpersons. A minimum of (3) Team members shall serve on each Committee established. Committee membership shall be open to non-Team members with interests, expertise and experience relating to the Committee’s purpose.

**Team Office**

The TEAM office shall be located at \_\_\_\_\_

**Team Meetings**

Regular meetings of the TEAM shall be held monthly from \_\_\_\_\_ on dates decided by the Members.

**Member Qualifications**

TEAM members shall be broadly representative of public-private interests and needs relevant to shaping a green image and identity and economy for BOROUGH NAME businesses, neighborhoods, schools and institutions, and for enhancing the environmental quality and public use potential of streets and parking lots, parks, vacant lots, open spaces, and the riverfront.

## **Member Term of Service**

TEAM members shall be appointed to open-ended terms by the \_\_\_\_\_ Borough Council. The number of Team members shall be unlimited but shall be reviewed annually by the Borough Council to maintain a balanced and useful mix of views.

## **Team Roles and Responsibilities**

1. Exhibit a basic understanding of one or more of the following topics: 1) public policy and public-private partnerships; 2) community-environmental-recreation project programming, fundraising, and development; 3) public relations, communications, advertising, and promotion; 4) local business challenges and opportunities; 5) neighborhood needs and conditions; 6) community design and environmental enhancement; 7) community and economic development.
2. Attend and participate in monthly TEAM Member meetings. Participate in new Member orientation meetings from time to time.
3. Serve on a TEAM Committee, attend and participate in Committee meetings, and participate in Committee assignments.
4. Demonstrate interest in the purposes of the TEAM and goals of the Susquehanna Greenway River Town Revitalization Program.
5. Participate in the planning and implementation of TEAM activities. Commit a minimum of 4 hours per month to Team activities.
6. Ensure that TEAM objectives and activities are consistent with the River Town Revitalization goals and objectives of \_\_\_\_\_ Borough and the Susquehanna Greenway Partnership.
7. Advocate for policies, planning, programs, and projects that contribute to greening the BOROUGH NAME environment and economy. TEAM Members represent the larger view of why environmental enhancement and the Susquehanna Greenway are essential to neighborhood betterment, local business development and job creation.
8. Assist with fund raising needs as may be necessary to implement strategic initiatives of the Borough and the Susquehanna Greenway Partnership in BOROUGH NAME.
9. Attend Borough and Susquehanna Greenway Partnership events and workshops relevant to purposes of the BOROUGH NAME TEAM.