

## **STEERING COMMITTEE JOB DESCRIPTION**

### **CITY OF JACKSON MASTER PLAN**

The City of Jackson is undertaking a planning process to create a new Master Plan for the City that will establish a road map for the future and guide the City in decisions about land use, infrastructure, housing, and economic development. The plan must be built on the values, needs, and aspirations of the community. To ensure this happens, a diverse group of community members, known as the Steering Committee, will be convened to help spread the word and conduct outreach in the community. The Committee will also work closely with City Staff, Leadership, and the consultant team to help shape the substance of the plan. The Committee will meet in person roughly six times during the year-long planning process. The process will run from April 2026 to early Spring 2027.

### **Committee Responsibilities**

The Steering Committee will bring resident and local insight and perspective to the planning process. The Steering Committee will also be focused on raising awareness about and promoting public involvement in the plan.

### **Job Description:**

- Represent residents, property owners, and other stakeholders in the planning process.
- Act as a spokesperson for the effort.
- Use community connections and networks to contact people and invite them to participate in the process.
- Volunteer to facilitate public meetings.
- Distribute information about the planning process through individual and personal networks (civic groups, churches, neighborhood groups, etc.).
- Review and help interpret input received throughout the engagement process.
- Act as a sounding board to test ideas and topics throughout the plan development.
- Help present the plan for adoption before the appropriate adopting bodies.
- Serve as stewards of the plan once it is adopted.

### **Time Commitment:**

Steering Committee members can expect to spend a minimum of 2-4 hours per month serving in this role, depending on how much effort they can contribute to outreach for the process. The time will be spent in a variety of ways including:

- Attending Steering Committee meetings (2 hours each, 6 meetings throughout the roughly 12-month process)
- Spreading the word about the process through personal networks (1+ hours)
- Volunteering at community engagement events (2-4 hours, during the months where there are engagement events there will be no committee meeting)
- Inviting (through email, social media, word of mouth, distributing flyers, etc.) people to attend community engagement events (1+ hours)