



## ROLE

The 'I CARE' captain(s) for each district are the liaison between the district members, district committee members and the Erie Downtown Partnership. As a district liaison CARE captains will facilitate dialogue, help coordinate initiatives and provide valuable feedback through district engagement to spur involvement and support across the district.

CARE captains will be responsible for scheduling district meetings, taking meeting minutes, and communicating the needs of the district to our organization.

They need to be the eyes and ears of the district being aware of the community and having a regular presence in that district.

CARE captains are advocates for their district who maintain a professional, proactive and pleasant representation of our organization at all times. They believe in, and exemplify, the 'I CARE' commitment pledge.

## GOALS

The Erie Downtown Partnership wants to create a collective effort to drive engagement and produce greater positive impact across the downtown through proactive communication, information gathering and follow-through.

Building our downtown's future together is essential to the process. Ensuring all groups and demographics have a voice in downtown's future means we create a downtown that gives everyone a better experience and fosters greater opportunity for strategic growth.

## REPORTING

District meetings are required at least every quarter, but district committees may meet more frequently per the needs of the committee and the district.

All meeting notes should be typed up and emailed to the Erie Downtown Partnership within one week of the meeting taking place.

CARE captains will be subject to meetings at the office of the Erie Downtown Partnership for planning and follow-up to various needs and requests in each district. These meetings will be on an as-need basis.

## TERMS

CARE captains serve for a one-year term and can reapply for a second term if desired. CARE captains have no limits on how many years they can serve, but must reapply each year. Through the application process you may not be selected again if another viable candidate applies for the position, but can still serve on the committee.



## INCENTIVES

Upon the successful completion of a captain's term they will be rewarded with a gift certificate from the Erie Downtown Partnership for use at participating downtown businesses.

CARE captains will be announced at the Fall annual meeting and given appreciation awards after their term is completed at the same annual meeting one-year out.

## SELECTION

A call for CARE captains to serve will be announced on the Erie Downtown Partnership's social media, blog and web site. Additionally individuals who are visible within a district and who also signed up to serve on a district committee will be prospected to see if there are natural CARE captain prospects.

### CARE captains MUST:

1. Complete an application
2. Sign the 'I CARE' Commitment
3. Provide a :30-:60 video showing WHY they CARE about revitalizing Erie and particularly CARE about their district.

All applicants will be considered and reviewed by Erie Downtown Partnership staff and board members for successful completion of submission, leadership skills and credentials, and passion for serving.

Applications are due by **October 31, 2016 by 3 PM** to the attention of Emily Fetcko and can be emailed to [Emily.fetcko@eriedowntown.com](mailto:Emily.fetcko@eriedowntown.com). All emails will be confirmed of receipt by the Erie Downtown Partnership. Questions should be directed to Emily at the same email or by phone at (814) 455-ERIE (3743).

CARE captains will be announced at the Fall annual meeting on November 9th at 11:30 AM.



## I WANT TO BE A 'CARE' CAPTAIN IN THE FOLLOWING DISTRICT:

*(Choose Only One)*

- Bayfront District** (from the bay up to 4th Street)  
*This district focuses on water-related activities and medical facilities*
- Perry Square District** (from 4th Street up to 8th Street)  
*This district centers on outdoor activities centered around Perry Square park as well as our government and large corporate investors like Erie Insurance Group*
- Renaissance District** (from 8th Street to 12th Street)  
*This district is the major arts and culture and retail hub of downtown*
- Union Square District** (from 12th Street to 14th Street up to the railroad tracks)  
*This district is prime for new residential / transportation opportunities such as the food hub*

## TELL US ABOUT YOU

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**Business Owner**  Yes  No

*If yes, please list name of business and address:*

Business Name \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

**Do you live in the downtown?**  Yes  No    **Do you live in the district?**  Yes  No

**Do you work in the downtown?**  Yes  No

*If yes, please list name of employer and address:*

Employer Name \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

## RESUME & REFERENCES

Please submit your resume and three references who can speak to your professional, leadership and civic-minded qualities and skillsets.



## TELL US WHY YOU SHOULD BE OUR NEXT CARE CAPTAIN

What do you think is the **biggest challenge** within the district you want to serve as CARE captain?

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What do you think is the **biggest opportunity** within the district you want to serve as CARE captain?

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Have you submitted your :30-:60 video telling us why you CARE about this district and how you'll inspire others to CARE?  Yes  No

Please list any other committees or task forces you have served on:

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## PLEASE ACKNOWLEDGE THE TERMS OF SERVICE

*I have read the overview of the CARE captain's role and understand that I have the responsibility to:*

- Submit meeting minutes and reports
- Keep track of my time and the time of my committee members
- Proactively communicate with the Erie Downtown Partnership as needed
- Sign and exemplify the 'I CARE' COMMITMENT pledge
- Be available by phone and email as needed

## ACCEPTANCE OF TERMS & RESPONSIBILITY

Since launching the new Erie Downtown Master Plan on May 11, 2016 the Erie Downtown Partnership is taking steps to move the downtown forward. The greatest asset we have to doing so is you, and volunteers like you, who truly Care About Revitalizing Erie (CARE).

I, \_\_\_\_\_ have read the CARE captain role overview and application, and understand the role and expectation that I will have to meet to perform the role to the best of my ability.

I, \_\_\_\_\_ have read and signed the 'I CARE' Commitment pledge and will exemplify this pledge in my everyday interactions with downtown stakeholders, committee members, and the Erie Downtown Partnership.

I, \_\_\_\_\_ will serve my district with integrity and transparency to promote collaboration and build trust. I will rely on the staff of the Erie Downtown Partnership to assist and guide me as needed and will not hesitate to ask for direction when needed.

I, \_\_\_\_\_ will proudly serve as a 'CARE' captain for downtown Erie under the guidance of the Erie Downtown Partnership.

## SIGNATURE

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_