

Overall Organization

Committee Structure

The Big Sioux Water Festival (BSWF) is a project run by a 10-15 member steering committee. The committee members are comprised of volunteers or members who are paid by their employer to do some type of “community outreach” as part of their employment.

A basic steering committee structure should consist of one person per key position. There are a few general guidelines that the BSWF uses in implementing the project.

1. Each chair is responsible for their specific part of the project. All chairs work with everyone - sometimes it's necessary to work with one member more than others
2. The project organizer's job is facilitate and coordinate - not to tell each chair how to do their job. It's very important no to micro manage a steering committee. Give each chair basic guidelines on what you would like to see as their goals.
3. Each chair is responsible for developing their part of the project. Goals are set up at the beginning of the project; however, each facet of the event can be as unique as the chair heading it.
4. Each chair is responsible for setting up their own sub-committee and managing those personnel. At the BSWF, each chair normally has 2-4 people working with them to facilitate their portion.
5. Each chair shares in the responsibility of getting the project ready. Everyone works together to get each section set up and ready to go.
6. Communication is the most important aspect in maintaining a successful steering committee. BSWF committee members feel it is vitally important to have an environment conducive to idea and information exchange. Many of the sub-projects and new activities are conventionalized during steering committee meetings.