**DCSAC Organization Chart Descriptions and Duties** – (10-16-2023)

**Chair**- oversees the DCSAC

**Vice-Chair**-stands in for the Chair when needed, facilitates tasks assigned by the Chair, i.e. recruitment of new members

**Secretary**- Fields and directs inquiries from phone, \*maintains Facebook page & web site, maintains draft minutes and maintains roster, prepares agenda for meetings, supports Fundraising Chair or other committee Chairs on communications (\*If maintaining facebook or the web site becomes unmanageable, these responsibilities can be assigned to a task force, another member, or a new committee).

**Treasurer**- facilitates IRS reports, maintains tracking of expenditures, donations, deposits, and produces tracking documents, and is in the approval chain based upon available funds on issues between the Finance/Investment Committee to the Council.

**Finance/Investment Committee Chair**- oversees administration of our Parasol endowment investment and report updates to the Treasurer and Council. Maintain and makes changes to the funds in our money market and CD accounts as conditions change. Opens new accounts for money market and or CD accounts as needed. Any and all changes shall be reported to the Council at the next monthly meeting.

**Law Enforcement Education Reimbursement Committee**- This committee reaches out to deputies to make available educational funds from the DCSAC. They screen applicants and recommend to the Council viable candidates to receive funding.

**Outreach Committee Chair-** Facilitates contact with community groups (i.e. Chamber of Commerce, Rotary, Realtor’s Board, School Board, Community Church groups, etc.) and routinely attends organizations to present overview of the DCSAC mission and fundraising events. (A white paper is available that provides an overview and provides talking points). Monitors social media and posts information as needed.

**Fundraising Committee Chair**- Creates fundraising communications/solicitations, may empower a task force to organize and execute special fundraising events as approved/directed by the Council. Develops the fall and spring mailer, soliciting donations for projects within the DCSAC.

**Procurement Committee**- This committee evaluates DCSAC equipment or device requests from the Sheriff’s office to try and assure the item prices are the best obtainable from know vendors.

**Task Force (examples)** – The following examples are not inclusive for the use of Task Forces. A Task Force, when designated for a specific task, is disbanded at the conclusion. This ad-hoc committee may be used for nomination for elections or recruitment of members. Because designated tasks are assigned, completed, and then the task force is disbanded, these task forces do not appear on the organization chart.