**DCSAC Organization Chart Descriptions and Duties** –

**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 and the web site becomes unmanageable, these responsibilities can be assigned to a task force, another committee, or a new committee).

**Treasurer**- facilitates IRS reports, maintains tracking of expenditures, produces tracking documents, and is in the approval chain on issues from the Investment Committee to the Council.

**Investment Committee Chair**- oversees administration of endowment and reports any updates and changes to the Treasurer and then to the Council, maintains contact with Parasol Investments and any endowment funds once funding is established, at direction of the Council through the Chair facilitates investment changes, and manages DCSAC bank accounts.

**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)

**Sworn Deputy Scholarship 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.

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

**Fundraising Committee Chair**- Creates fundraising communications/solicitations as required, may empower a task force to organize and execute special fundraising events as approved/directed by the Council.

**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. (10-10-2022)