

2016 Committee Structure and Descriptions

Denotes currently OPEN position- all sub-committees are still needing committee members

All Committees report to the Board.

All Committees need to submit a written monthly report to the Board the week prior to the Board meeting.

All Committees are welcome to send a representative to the Board meeting.

All Committees must attend the Board meeting the month prior to major deadlines or events.

All Committees will communicate plans and meeting dates to the Coordinator at least 1 week prior to sub-committee meetings.

All sub-committees will provide a written report after their event or sub-committee concludes for the year. It will include an online checklist of what was done, any important contact needs, and financial reconciliations, if applicable. All reports are due to their Committee Lead two weeks after event.

Committees must provide to the Board a summary of all sub-committees and a wrap-up report and suggestions within 30 days after event

Coordinator will be a resource for any committees or sub-committees.

7 Committees for 2016:

Finance

Communications

Membership

Fundraising

Outreach

Education

Social

Finance:

Led by: Treasurer (Katie Sellers)

Consists of Treasurer, Board President, financial services (tax) volunteer (Sarah Ferreter) and an expert community volunteer as well, if possible

- Establishes yearly budget.
- Establishes budget guidelines for each sub-committee and/or events.
- Works with each Committee through the year for budget or cash needs.
- Monthly report of HADSA's financial standings, presented at board meetings.
- Reconciles deposits and bank account.
- Files appropriate financial paperwork for community, state and national purposes.
- Acts as A/P and A/R for organization.
- Keeps a master list of donors and their contact information.
- Provides cashbox and/or electronic purchase for each event needed.
- Maintains information and updates from electronic purchase system, PayPal, and event registration company.

- Coordinates and leads the Walk finance sub-committee to ensure best practices for money handling and record keeping.

Communications:

Led by: Jessi Siepman

- Oversees and coordinates Website, Newsletters, Social Media and Evites, Calendar, Marketing and Awareness PR.
- Reviews the newsletter and all marketing/PR before it is distributed.
- Works with other Committees and sub-committees to best promote an event to membership or to the Community as a whole.
- Communicates with sub-committee chairs and Finance Lead about budgets/spending for promotion purposes.
- Reviews Walk marketing and PR to guarantee consistency of brand and to avoid duplication of efforts.

Website – Jessi

- Maintains any updates and photos
- Finds or hires help or volunteers for website needs
- Continues to improve website as needed.
- Works with Membership Committee to coordinate an online, password protected, membership portal.

Newsletter – Susan

- Creates and collects content for a monthly newsletter.
- Formats newsletter in an online deliverable platform.
- Covers upcoming calendar dates and organizations updates.
- Works with Communications chair on review before distributing.
- Sends out newsletter and manages contact list.

Social Media and Evites – Jessi

- Coordinates and creates all social media posts and any needed member Evites.
- Creates weekly posting to the various social media formats to keep members informed on events, educational opportunities, and other content.
- Monitors Evites to reply to comments, send reminders, and report counts to needed sub-committee.
- Collaborates with various Committees and sub-committees to create social media content and Evites, etc.

Marketing – Susan

- Works with Communications Chair to review all new materials before distributing.

- Creates press releases for community awareness and promotions.
- Confirms consistent branding of all materials with Tara Ellison.
- Coordinates printing needs, quotes, and quantities with needed sub-committees and with Communications Chair for approval.

Yearly Calendar and Annual Report – Susan and Tara Ellison

- Hires a photographer for yearly events and to have photography available for use in marketing, PR, and more.
- Coordinates the photographer for each event during the year to capture memories of the event, to get photos to use for the calendar close ups, and to catalog events.
- Creates an online catalog/archive for all photos with the help of the photographer
- Helps to identify pictures for the calendar by November 5.
- Reviews content of calendar and reviews and edits pages.
- Collects the content of the Annual Report pages and reviews with treasurer, president and coordinator before sending to print.
- Collects printing quotes on calendars and determines needed count for print (work with Marketing chair).
- Establishes pricing of calendar.
- Collects preorders/reorders.
- Coordinates with Communications Lead the advertising of calendar availability and with treasurer for sales at Annual Meeting.

Membership:

Led by:

- Oversees and coordinates Membership Directories, historical archives, memorial sub-committee.
- Works with Finance Lead regarding any expenditures or budget needs.
- Addresses membership needs.

Membership directories – 2016

- Create a pictorial directory available for Board use.
- Create a directory of members for all other members to view. Web-based for easy updates is preferred.
- Create directory of resources that members can provide, places of work, etc.
- Manage and maintain current membership list and update as needed.

Historical – goal for 2017

- Maintain and organize an on-line scrapbook, history of events, calendar and annual report, with a wrap-up for each year.

Memorial – goal for 2017

- Create an online current listing of any past or current members passing.
- Create a memorial area at major events (WDSO, Walk, Annual Meeting, etc.) to honor these individuals.

Fundraising:

Led by:

- Oversees all fundraising efforts for HADSA.
- Reports on progress and needs to the Board at monthly meetings.
- Works with Finance Committee to determine the targeted goal for fundraising for the year.
- Reports to Finance on progress of events based on money that is coming in or going out.
- Maintains and coordinates with Finance Lead list of all donors and what is donated to avoid duplication of donor contact, and for use of recognition on the annual report.
- Oversees that thank you notes and tax receipts are sent to those needed,
- Work with Communications Sub-committees to promote larger donors via website, newsletter, social media, etc.

Step Up For Down Syndrome Walk– (Walk chaired by Dan and Jackie Green, Raffle chair - Jarret Vincent, “Day of” registration- Cindy Lee,)

- Communicates and establishes plans for the year with Fundraising Lead.
- Achieves fundraising goal and communicates any challenges to Fundraising Lead.
- Recruits and empowers sub-committee chairs and members to achieve goals set by Walk chair(s) for each area. (Raffle, Volunteers, Sponsors, PR/Signage, Shirts and Registration, Logistics, etc.)
- May need to attend Walk sub-committee meetings or separate meetings with the Chair(s).
- Coordinates all aspects of the Walk, and works with other Committee Leads when needed to accomplish goals and promote Walk.
- Works with Finance Committee regarding expenditures, incoming checks, and financial needs for various Walk events (cashbox, electronic payment, etc.) and “day-of” coordination.

HADSA apparel and items-

- Determines what items are desired by members for purchase.
- Works with Fundraising lead to approve items for sale
- Request various quotes to assure best prices and quality.
- Works with Walk sub-committee to determine who will be handling the printing of clothing items. Takes preorders and reorders.
- Coordinates sales of items at member events, and other opportunities to help spread awareness by having items for public sale.
- Contacts Finance Lead to have needed cash and electronic payment options available for sales events.
- Arranges delivery of items to members or anyone who purchases.
- Maintains inventory count of all items.

Outreach:

Led by: Monica Rannals

- Oversees and coordinates Family Outreach and Organizational Information distributed to referring organizations
- Acts as, or appoints, liaison to those organizations.
- Helps establish new connections to organizations.
- Works with Partnering Organizations Committee to determine which Committee will be coordinating with each of the various organizations.

Family Outreach –Monica

- Provides first point of contact with any self-submission of new membership.
- Establishes first point of contact with any agency that will be referring a family or individual.
- Provides welcome baskets, as needed, and keeps an updated inventory of basket needs.
- Recommends what items and dollar amounts are to be used for each type of basket.
- Assigns a mentor family for each new outreach.
- Follows up with family within the first several weeks to make sure they are getting any needed help, and invite families to HADSA events.
- Introduce membership and Board to new members.

Community Outreach – Meg McDougall

- Meet consistently with referring and partnering Corridor organizations (hospitals, clinics, pediatricians, specialists, REM, Discovery Living, etc.) to confirm they have materials about HADSA and understand the role HADSA can fill.
- Provide folders for each organization to hand out.
- Determines and recommends new organizations within the Corridor and Eastern Iowa to reach out to about our services and share info about HADSA.
- Speaks with leads at partnering and referring organizations, with the help of Partnering Organizations sub-committee when appropriate.
- Appoints and coordinates a liaison, if needed, for some of the outer-lying communities referring organizations.

Collaborating Organizations- Kelly Von Lehmden & Brian Larkin

- Establishes smooth communication route and facilitates needs for organizations on either side of the partnership.
- Is available to answer questions and be the lead contact for partnering organizations to contact about any questions or needs.
- Foster discussions of how any organization can partner with HADSA. Works with Community Outreach sub-committee to identify organizations that may benefit HADSA or may be benefited by knowing about HADSA.
- Communicates calendars between various organizations.

GiGi's Cedar Rapids Liaison- Kelly

- Coordinates calendar and fundraising dates with GiGi's.
- Reports about GiGi's needs and plans.

Special Olympics Liaison – Brian Larkin

- Coordinates calendar and fundraising dates with Special Olympics
- Reports about Special Olympics needs and plans.

Legislative Liaison – Brian Larkin

- Coordinates calendar to report on Legislative happenings.
- Keeps membership informed of upcoming state discussion, legislation, and meetings that will affect their families and friends.
- Creates a call-to-action information sharing when needed and provides instructions.
- Presents facts and offers members an opportunity to learn more or to share opinions.

Education:**Led by: Amanda Tomlinson**

- Oversees and coordinates all educational events, opportunities, and updates.
- Reports to membership, with the help of the Communications Lead, community opportunities that are important to our members so that awareness is created (Special Olympics, state issues, etc.).
- Communicates regularly with GWAEA, The Arc, and any community organizations about services and opportunities for our members.
- Serves as a liaison to educational or political community organizations.
- Hosts a focal educational event at least once each year
- Provides and makes members aware of other educational opportunities available throughout the year.
- Establishes component sub-committees for various events as Committees grows.

Social:**Led by: Jill Scheckel**

- Oversees all social activities and works with Finance to determine budgets for events.
- Works with Communications to spread awareness.
- Coordinates needs for social events with HADSA Coordinator.

Moms'/Dads' Events – Amanda

- Determines events and opportunities that Moms and Dads would be interested in attending.
- Creates events and varies times and days to try to build supportive relationships among members.
- Works with Communications to spread awareness of events and monitors attendance. Appoints a host for each event and makes sure that event location is aware of event taking place.

WDSO-

- Sets date and time of event with help of the Social Lead.
- Reviews budget with Finance and Social Lead.
- Establish a location.
- Plans activities, decorations, and food, etc. for the event.
- Creates PR for the event with the help of HADSA coordinator and distributes/promotes via Communications Lead.
- Recruits community volunteers (Xavier, Regis, MMU, Cornell, Coe, etc.) Use Communications Committee for help in recruitment.
- Recruits sub-committee members to coordinate all aspects of the event.
- Work with Communications, Fundraising, and HADSA Coordinator to create displays at the event about upcoming HADSA and community events and sales of HADSA merchandise.
- Coordinates with partnering organization if co-hosting

Siblings' Event-

- Sets date and time of event with help of the Social Lead.
- Reviews budget with Finance and Social Lead.
- Establish a location.
- Plans activities, decorations, and food, etc. for the event.
- Creates PR for the event with the help of HADSA coordinator and distributes/promotes via Communications Lead.
- Recruits sub-committee members to coordinate all aspects of the event.

Yearly calendar of events – Susan

- Works with coordinator and Social Lead to create dates and outlines ideas for social events throughout the year.
- Annual events include: Kernels, Bloomsbury, Picnics, TCR show with the Arc or another organization, etc. (Possible ideas for 2016 to include: Ceramics Center event for families or kids, Planet X fundraiser night and event, Pool Party, Wapsi/Camp Courageous Day for families, etc.)
- Work with Social Lead, GiGi's Liaison, Fundraising, and Education before finalizing calendar.
- Coordinate with Communications to spread awareness of calendar events, collect # of attendees, and share updates with membership.

Holiday Party/Annual Meeting- Susan

- Sets date and time of event with help of the Social Lead.
- Reviews budget with Finance and Social Lead.
- Establish a location.
- Plans activities, decorations, etc. for the event.
- Works with Catering to coordinate a menu, including gluten free and vegetarian options.
- Plans for holiday cookies for each person or a holiday dessert option.

- Creates PR for the event with the help of HADSA coordinator and distributes/promotes via Communications Lead.
- Receives a count of various ages attending at 1 month out for planning and at 1 week, for final.
- Recruits sub-committee members to coordinate all aspects of the event.
- Coordinates Santa for the gift hand out and pictures.
- Coordinates, or establishes sub-committee to, purchase of a gift for each child attending.
- Plans and coordinates for a slideshow of photographs from yearly event.
- Establishes a PowerPoint of yearly highlights and 2016 slate.
- Creates balloting for members at the event.
- Have options for keeping children busy during meeting portion (video or coloring, etc.)
- Recruit volunteers if needed.
- Coordinate location for photographer to take holiday pictures and work with Calendar chair on photographer.

Un-chaired Committees – Susan

- If not specifically assigned to a sub-committee chair, coordinator will handle planning and execution of social events with the approval of Social Committee Lead.