



# Centre Region Down Syndrome Society (CRDSS)

## Committees: *Role, Members & Goals*

### 2023

#### EXECUTIVE

Offers direct support to the Executive Director. Establish items for board meeting agendas. Have the power to address major issues that can't wait until a full board meeting and act on behalf of the full board in emergency situations.

MEMBERS: (Officers of the current board) Krista Wilkinson, Katie Feliz, Becky Brigman, Grace Moyer

#### GOVERNANCE

Responsible for: policies that assure safe practices and continuity; ensure sufficient and appropriate human and financial resources for the organization to accomplish its work; hire and ensure that an effective management team is in place; evaluate the organization's work in relation to a strategic plan; and board & staff oversight and review, including ensuring continuous renewal, succession, and diversity.

MEMBERS: (current board only) John Moses-Brownson, Krista Wilkinson, Dennis Shea

#### DEVELOPMENT & COMMUNICATIONS\*\*

Oversee all fundraising & donor cultivation, communications (both internal & external), capacity building & enhancement, sponsorship programs. Responsible for accurate donor and member data.

MEMBERS: Lauren Smith - Chair, Dennis Shea, Bobbie Gibbons, Gregg Rogers

#### DEVELOPMENT & COMMUNICATIONS 2023 GOALS

- Increase Sponsorship numbers & revenue according to 22-23 budget
- Centre Gives: maintain 100% board participation and increase revenue by 10%
- Implement 'prospecting system' with board & committee members to develop supporter leads
- Increase member & community engagement/traffic via Constant Contact, Website & Social Media
- Develop organizational media & publicity strategy and employ for events

#### COMMUNITY OUTREACH\*\*

Welcome & support program for new parents/families. Act as the liaison to health care providers. Assure CRDSS outreach is made available to families throughout the greater region.

MEMBERS: Katie Feliz & Susie Williams – Co-Chairs, Alison Smith, John Moses-Brownson

#### COMMUNITY OUTREACH 2023 GOALS

- Grow the committee membership with an eye on inclusivity and geographic representation.
- Define the process to onboard new families and best practices for interacting with them
- Create a standard welcome basket
- Plan for outreach to Hospitals and Drs offices
- Create a casual quarterly gathering for new caregivers/families

#### FOR GOOD TROUPE

Responsible for all Troupe matters including soliciting song suggestions through final decisions on each season's production. Provides consultation on Troupe matters.

MEMBERS: (open to those currently involved in the program) Krista Wilkinson, Michele Dunleavy, Rocky Landers, Gabe Billy, Sierra Smith

*Continued >*

**The CRDSS community is invited to consider volunteering  
for the above noted committees \*\***

**[Sign Up Form >](#)**



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#### **KNOWLEDGE FORUM\*\***

Identify and develop topical programs on a variety of issues helpful to families, caregivers and people in our community, presenting: open-forum roundtables, personal testimonies and journeys of members of our community, and expert presentations, focusing on complex issues that affect people at every stage of life—from IEP/ early intervention advice for young children to legal matters facing our adult children.

MEMBERS: Michael Berube – Chair, Beth Keim, Chris Masters, Stacy Herculane, Krista Wilkinson

#### **KNOWLEDGE FORUM 2023 GOALS**

- Establish three Knowledge Forums events for 2023 that feature a variety of topics/structures, with a diverse representation across ages and topics covered
- Oversee the financial support process for the July 2023 NDSC convention, including application review & assessment, through event materials distribution
- Develop ‘Spotlight’ stories for E-News, alternating between member highlights and accomplishments, and family challenges

#### **SOCIAL & EVENTS\*\***

Develop, plan, and organize special events, including: 3-21 Dance, Summer Carnival, Fall events, Holiday Party, YES21! events.

MEMBERS: Becky Brigman, Jen Jewell, Margie & Brooke Fisher, Susie Williams, Lucy Rogers

#### **SOCIAL & EVENTS 2023 GOALS**

- 3-21 Dance: Bring back the in-person Dance event for 2023 with a focus on family experience and inclusion.
- Summer Carnival: Explore & select best park venue, and attract 2 more families from each age group (0-10, 10-18, and 18+). Offer a variety of new entertainment and food options for 2023.
- Holiday Party: Hold the event in early December.
- YES21! - Reinvigorate the program by the director taking an active role in overseeing the calendar and establishment of events, inviting “Guest Hosts” to take ownership in developing occasions.

#### **BUDDY WALK\*\***

Organize, plan, and execute the annual Buddy Walk with full responsibility for promotion, registration, team fundraising advancement, budgetary performance, day-of activities, meal, and Celebration Walk.

MEMBERS: Lauren Smith - Chair, Michele Dunleavy (program), Chris Orndorff (games) Jeanie Ishler (walk)

#### **BUDDY WALK 2023 GOALS**

- Attract a robust committee to assure oversight on: Team Enhancement, Program, Celebration Walk, Games & Crafts, Benefit Raffle, Publicity
- Grow the Benefit Raffle in both number of items, and increase the gross profit to \$1,000
- Improve the ‘participant experience’ of the Celebration Walk element of the Buddy Walk
- Increase Team participation & gross revenue fundraising by 10%

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