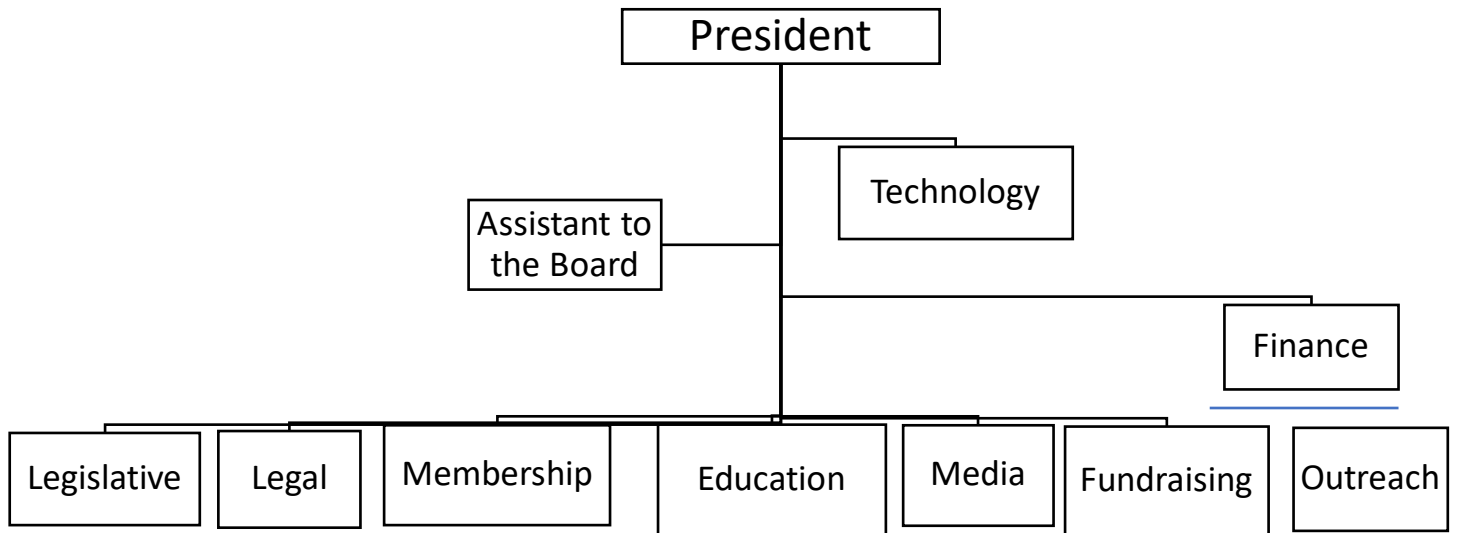


# Florida Action Committee Organizational Structure



## Standing Committees

1. Technology – Website and applications for email and phone support. Must know WP
2. Finance – Accounts Receivable/Payable, Bank Reconciliation, Tax Returns
3. Legislative – Monitor Bills, Coordinate communications with Legislators, organize trips to Tally
4. Legal -Liaison with attorneys on Legal Challenges, author or review all outgoing communications including Weekly Updates
5. Membership- Maintain Member info, organize local meetings, train Coordinators & volunteers
6. Education – Review research studies, Develop Educational materials and Presentations
7. Media – Monitor news channels, post articles, post comments on source sites
8. Fundraising- Raise funds to sustain organization and specific legal challenges.
9. Outreach Committee is a function of community partner Justice Transitions, Inc
10. Board Administration -Maintain Board Meeting minutes, track letters and responses

## Donations and Correspondence

<p>501c4 corporation Donations <b>ARE NOT</b> Tax Deductible</p> <p>Florida Action Committee 6615 W Boynton Beach Blvd #414 Boynton Beach, FL 33437 833-2-REPEAL 833-273-7325</p> <p>Write purpose on memo line. Ex: "Membership Dues"</p> <p><a href="http://www.floridaactioncommittee.org">www.floridaactioncommittee.org</a> <a href="mailto:membership@floridaactioncommittee.org">membership@floridaactioncommittee.org</a></p>	<p>501c3 corporation - Donations <b>ARE</b> Tax Deductible</p> <p>Justice Transitions PO Box 470932 Lake Monroe, FL 32747 407-321-6674 (Barbara Spragg)</p> <p>Write purpose on memo line. Ex: "FAC Legal Fund".</p> <p><a href="http://www.justicetransitions.org">www.justicetransitions.org</a> <a href="mailto:justicetransition@gmail.com">justicetransition@gmail.com</a></p>
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# Membership Committee Organizational Structure

To ensure that the Membership Committee reaches each city in Florida, a solid network must exist that covers the entire state. To accomplish this, there needs to be a minimum of (75) appointed positions:

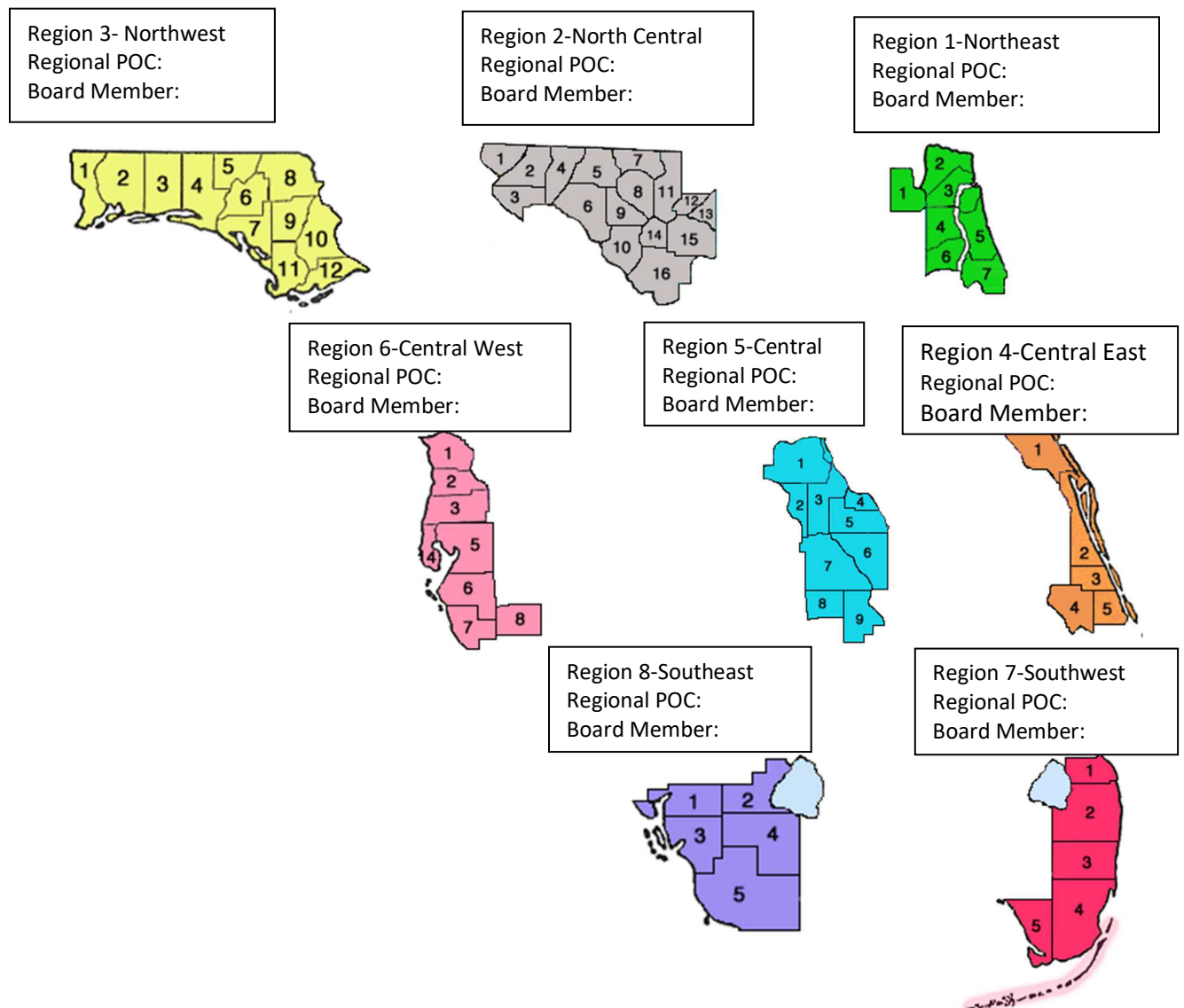
(67) County Coordinators- To oversee the Cities within their County, and serve as the single point-of-contact for all matters associated to that County (more if some counties need co-coordinators)

(8) Regional Coordinators–To oversee the County Coordinators assigned in their Region, and serve as single point-of-contact for all matters associated to that Region (more if some regions need co-directors)

## Regions

County Coordinators report to the Regional Coordinator. Regional Coordinators report to the Membership Chair. Membership Chair reports to the Board. Each Regional and County Coordinator will sign an Agreement of Responsibility to acknowledge the acceptance of their role and the tasks that are expected to be performed in that role.

To ensure clear communications with the FAC Board of Directors, a Board member will be assigned to at least one Region to oversee the functions of that Region and serve as the primary point-of-contact for the Regional Coordinator for all matters associated to that Region.



## **Membership Committee Chair**

Responsible for ensuring that each position is assigned to a qualified and confirmed party. Nominations for Regional Coordinators and/or County Coordinators can be submitted to the Membership Chair throughout the year by FAC Board of Directors, FAC Members, FAC Advocates, and others that believe the candidate will be suited for the role.

The Membership Chair will be responsible to the Regional Coordinators and County Coordinators for: Initial Training, communications, meetings, materials, online access/storage of working documents.

## **Outreach Committee Support**

In the absence of an Outreach Committee, the Membership Committee will also take on the task of building a Resource Directory of referrals submitted by the members. The directory will be made available to the County Coordinators to assist members as needed.

Goal is to compile pertinent information for each Region and Counties for a Guide book that can be given to newly release(RSO)/family members so that they will be able to navigate thru the requirements of being on the registry, and to encouraging them to be in compliant with all Federal, State and Local guidelines that apply to them. The Guide book will offer facts regarding each County in Florida, and agencies that offer support mentally and economically.

## **Regional Coordinators:**

**Qualifications:** The Regional Coordinator Candidate must:

- Be an active FAC member and maintain an individual membership within the organization
- Be a key volunteer that is currently, or has served, on one of the FAC committees, and has demonstrated ability to follow-through on assignments and projects
- Be recommended by the Committee Chair and approved by the FAC Board of Directors.
- Be able to serve in the position for a two-year term
- Reside in the region appointed.
- Possess a broad range of experience and involvement in the respective region.
- Demonstrate performance in organizational leadership, motivation, communication, and listening skills, and
- Possess a commitment to FAC and it's core values, mission, and Code of Conduct
- Have access to Internet and Email
- Be able to travel within the Region

**Responsibilities:** The Regional Coordinator is responsible for overall guidance of the Region, including but not limited to:

- Guide the overall direction of the Region based on goals established by the FAC Board of Directors
- Attend a monthly conference call by the Committee Chair & the annual FAC Board of Directors meeting.
- Recommend to Membership Chair potential County Coordinators and key volunteers
- Train new County Coordinators assigned to the Region
- Organize and/or attend at least one FAC Membership meeting in each County of the Region per year
- Organize at least one FAC approved Regional event involving Community/Public, Media, or Legislators
- Craft a regional strategic plan based on the 10-Objectives of the Membership Committee
- Serve as an active participant in state and regional meetings where FAC Board member(s) is in attendance
- Assist with fundraising efforts for FAC
- Ensure counties are following through on a Call to Action (CTA) alert
- **Assist with building relationships for Florida House Rep & Senators: Example:** Make contact with each of these offices scheduling an appointment to introduce yourself as the Regional Coordinator for FAC. At this meeting you will be accompanied by the Chair or Members of the FAC Legislative Committee. This will demonstrate that we have people working in each area of the state and give our legislative Chair the opportunity to meet Rep/Senator's prior to the Spring Session. Prior to scheduling this meeting a report must be given to the Legislative Chair on the Rep/Senator's view and voting record on the current sex offense laws and which committee they preside on. Before scheduling any meeting check with the Legislative Chair to coincide the schedule to confirm availability.

## County Coordinators

**Qualifications:** The County Coordinator Candidate must:

- Be an active FAC member and maintain an individual membership within the organization
- Be a key volunteer that is currently, or has served, on one of the FAC committees, and has demonstrated ability to follow-through on assignments and projects
- Be recommended by a Committee Chair, interviewed by the Regional Coordinator and Membership Chair and approved by the Board of Directors
- Be able to serve in the position for a one-year term
- Reside in the County appointed.
- Possess a broad range of experience and involvement in the respective County.
- Demonstrate motivation, communication, and listening skills, and have the desire to be part of the organizational leadership,
- Possess a commitment to FAC and it's core values, mission, and Code of Conduct
- Have access to Internet and Email, or has someone that can be their support contact for email and internet
- Be able to travel within the County

## Responsibilities:

The County Coordinator is responsible for the overall guidance of the County, including but not limited to:

- Welcoming of new members by phone, email or person contact.
- Ensuring new members are aware of Monthly Membership calls, and understand the Member Code of Conduct
- Assisting members with information regarding the current state laws and county ordinances
- Assisting members with information regarding resources available in their area
- Organizing local meetings or events under the guidance of the Regional Coordinator
- Responding to a Call to Action (CTA) and communicating it to your local members
- Setting fundraising goals and organizing fund raising activities
- Attending a monthly conference call by the Regional Coordinator and/or Membership Committee Chair
- Assisting with development of relationship with the following agencies:
  - **Local Sheriff's Office (SPOT Unit) Example:** Request to leave information about FAC. Develop relationship with someone that is working in the Sex Offender unit that will assist with information regarding all city ordinances regarding sex offenders laws within the city. Find out if the sheriff office has the following programs implemented: Sex Offender Re-Entry program
  - **DOC Probation office (assigned to RSO) Example:** Find out which officer supervise sex offender at the probation office in their area. Develop a relationship with the probation officers informing them of FAC Outreach Committee Agenda to assist Newly-sentenced and released inmates remain compliant with court imposed sanctions. Attain a list of State approved Qualified Therapists.
  - **Qualified Practitioners/Therapy Providers (Treatment Providers) Example:** Make contact to Introduce FAC Outreach Committee agenda. Find out if the Therapist uses outline/syllabus so that the client will be able to complete the Program and meet the state requirements to be released from probation. Build a relationship with the Therapist so that you can visit one or more of the sessions to give the clients information about FAC.
  - **Commission, boards and local leaders (City/County) Example:** Find out all county ordinances that applies to Registered Citizens. Make contact with all city council member and the Mayor. Arrange a meeting to discuss Shelter Placement during a category (4) Hurricane for RSO. Find out if there is a re-entry/job placement/housing Program designed for RSO. Attend all Public City Council meetings to ensure no new laws or requirements are being implemented for RSO.
  - **Florida State Rep & Senators (For that Area of the State)- Example:** Know positions of the representatives and how to effectively communicate with lawmakers
  - **Groups** that may offer employment, housing and other services

The Membership committee will organize the State into the following Regions:

Regions and Regional Coordinators	# Counties	#FDLE	#Members	County	County Coordinators
Northeast-Region #1	7	70	0	Baker	
		140	7	Nassau	
		2063	185	Duval	
		365	18	Clay	
		231	27	St Johns	
		344	14	Putnam	
		126	5	Flagler	
North Central-Region #2	16	264	3	Gadsden	
		635	63	Leon	
		92	6	Wakulla	
		47	3	Jefferson	
		56	2	Madison	
		91	0	Taylor	
		34	6	Hamilton	
		81	6	Suwannee	
		36	0	<u>Lafayette</u>	
		96	6	Dixie	
		309	9	Columbia	
		52	3	Union	
		115	3	Bradford	
		40	0	Gilchrist	
		481	34	Alachua	
175	9	Levy			
Northwest –Region #3	12	1016	28	Escambia	
		370	8	Santa Rosa	
		348	14	Okaloosa	
		160	5	Walton	
		84	2	Holmes	
		89	3	Washington	
		427	19	Bay	
		166	5	Jackson	
		44	2	Calhoun	
		23	0	Liberty	
		35	0	Gulf	
		40	1	Franklin	
Central East-Region #4	5	906	62	Volusia	
		775	166	Brevard	
		225	28	Indian River	
		119	8	Okeechobee	
		494	77	St. Lucie	
Central-Region #5	9	1015	60	Marion	
		193	7	Sumter	
		583	46	Lake	
		320	61	Seminole	
		2447	230	<u>Orange</u>	
		507	33	Osceola	
		1251	97	Polk	
		57	0	Hardee	
190	33	Highlands			

<b>Regions and Regional Coordinators</b>	<b># Counties</b>	<b>#FDLE</b>	<b>#Members</b>	<b>County</b>	<b>County Coordinators</b>
Central West-Region #6	8	337	10	Citrus	
		449	25	Hernando	
		858	33	Pasco	
		1909	140	Hillsborough	
		1657	134	Pinellas	
		458	29	Manatee	
		420	27	Sarasota	
		220	9	DeSoto	
Southeast-Region #7	5	154	13	Martin	
		950	216	Palm Beach	
		916	104	Broward	
		1338	57	Miami-Dade	
		252	7	Monroe	
Southwest Region-#8	5	263	16	Charlotte	
		33	2	Glades	
		919	58	Lee	
		24	3	Hendry	
		265	14	Collier	

# Objectives for Strategic Planning and YOUR Action Plans

**Goal:** Raise local awareness of Florida Action Committee in your Region

**Mission:** Suggest ways to meet the objectives.

## **Objectives:**

1. **Engage Current Members.** Keep current members engaged in membership activities
2. **Add New Members.** Extend new membership to all registered citizens and advocates
3. **Identify resources.** Providers of housing, employment, legal, support groups, shelters
4. **Know Local Operations.** Differences of each county in Ordinances, Registration procedures
5. **Educate Media.** Follow the writers, correct facts or acknowledge accuracies, post comments
6. **Educate Public.** Seek opportunities to speak or sit at the table
7. **Educate Decision Makers.** Meet/write/prepare for call-to action (Legislators, municipal leaders, judges, State Attorney office, Public Defender office)
8. **Build Community Relationships.** HOA, ACLU, VFW, churches, community groups
9. **Build Law Enforcement Relationships.** SPOT unit, Registration, Probation, Re-Entry
10. **Raise Funds.** Means to sustain the organization and/or legal challenges