



## RESPONSIBILITIES OF COMMITTEE MEMBERS

A.F.A.R., Inc. d/b/a The Ability Center (TAC)

The Ability Center Project & its' Programs

1. Committee Members should understand, appreciate, and have a commitment to the work and the Mission Statement of The Ability Center (TAC) Our mission is:
  - a. “To provide individuals **impacted** by disabilities with a **daily** opportunity to be fit, active, and healthy.”
  
2. Committee Members should be active participants, decision makers, and policy makers within their committee and **regularly attend monthly committee meetings**. The Ad Hoc committees shall include the;
  - a. Fundraising & Events Committee
  - b. Building Committee
  - c. Capital Campaign Committee
  - d. Programming Committee
  - e. Marketing Committee
  - f. Sports Committee
  - g. Finance Committee
  
3. Committee Members should expect to spend **4 to 6 hours per month** on TAC related activities.
  
4. Committee Members should help secure in-kind donations, adequate funding and resources that pertain to their particular committee. (i.e., toilets or sinks from Kohler)
  
5. Committee Members should advocate, positively represent, and promote TAC in the community.
  
6. Committee's should recognize and foster diversity within their committee and ideally include a member with a physical or developmental disability.
  
7. The Committee shall periodically review its own performance and implement changes consistent with the Committee's responsibilities, goals and objectives.
  
8. Committee Members are asked to give a tax-deductible donation annually which you may choose to raise or directly donate.

## FUNDRAISING COMMITTEE

- ▶ **Purpose:** To solicit and raise funds for TAC and its' programs through the planning and implementation of various fundraising events, campaigns, grants, letter writing campaigns, etc. as well the efforts of the;

Campaign	Fundraisers
Building / 100,000 Strong for Ability	World's Largest Wheelchair Bags Tournament
100,000 Strong for disABILITIES	Dig for disABILITY
P2P - Pennies to Play	Roll, Walk & Run
Commit to Change	TAC Tailgate

- ▶ **Goals:** To successfully implement the above mentioned campaigns/fundraisers and recruit additional committee members.
- ▶ **Who:** Ideally people who have some experience with fundraising and don't have a problem asking for funds. Also people within the community that have connections within affluent groups and the business community. As always, people who are passionate about and dedicated to the cause.
- ▶ **Resources:** Workplace, Family, Friends, PTO's, Schools, Teams, Churches, Local Malls
- ▶ **Tools:** See Damian's ideas above and understand them.

## CAPITAL CAMPAIGN COMMITTEE

- ▶ **Purpose:** To solicit and identify potential donors, determine naming opportunities, their fees and length of naming right, develop contracts as well manage the official Building Campaign.
- ▶ **Goals:** To successfully implement the "100,000 Strong for Ability" campaign and recruit additional committee members.
- ▶ **Who:** Ideally people who have some experience in fundraising especially capital campaigns. Also people within the community that have connections within affluent groups and the business community. And ideally people who are passionate about and dedicated to the cause.
- ▶ **Resources:** Workplace, Family, Friends, CEO's, CFO's, Doctors, Lawyers, etc.
- ▶ **Tools:** See Damian's current plan and 100,000 Strong for Ability Campaign ideas.

## PROGRAMMING COMMITTEE

- ▶ **Purpose:** To manage and grow TAC's current ASAP program and develop possible programs, leagues, camps, tournaments, events, fitness classes, training programs, etc. for TAC. To develop a process that evaluates/determines successful programs.
- ▶ **Goals:** To identify financial costs of programs, develop fees for programs, locate proper equipment and flooring and get bids, request in-kind donations or discounts from companies/suppliers, etc.
- ▶ **Who:** Ideally people who have some experience with fitness and/or athletic facilities, including Therapeutic Recreation, Facility & Sports Management, Physical Education, etc.
- ▶ **Resources:** Coaches, Therapists, Challenge magazine, Disabled Sports USA, The National Ability Center, Blaze Sports, Paralympics, Special Olympics, etc.

## ACQUISITIONS & BUILDING COMMITTEE

- ▶ **Purpose:** To assist in the design of The Ability Center and ensure its full accessibility through universal design.
- ▶ **Who:** Commercial Relators, Real Estate Attorney, Architects/Design Professionals, Contractors/Subcontractors, Builders, Developers, Lenders, Title Company, etc.
- ▶ **Goals:** See Committee Developer, Eric Bolander's, "Development Process."
- ▶ **Resources:** Kohler Foundation, WE Energies Foundation, Pieper (PPC Foundation), etc.

## MARKETING COMMITTEE

- ▶ **Purpose:** To develop and review TAC's marketing strategy through social media, internet, print material, etc.
- ▶ **Goals:** Develop tagline, logos, etc.
- ▶ **Who:** Marketing & Graphics professionals
- ▶ **Resources:** Local marketing companies, universities, etc. As well as our current materials.

## SPORTS COMMITTEE

- ▶ **Purpose:** To reach out to amateur, collegiate and professional athletes and teams to represent and/or support TAC and its' campaigns as well as determine potential state, regional, and national tournaments/events.
- ▶ **Goals:** To identify sports figures to support and/or represent TAC and develop relationships with state and national organizations affiliated with disabilities.
- ▶ **Who:** Ideally people who have connections within the community to sports related teams (amateur, collegiate, professional), schools, businesses, media & personalities/athletes.
- ▶ **Resources:** Disabled Sports USA, Blaze Sports, Wheelchair & Ambulatory Sports USA, Paralympics, Special Olympics, etc.

## Honorary Board

The **Honorary Board** is an ancillary board commissioned by and accountable to the Board of Directors of the organization to: offer the organization profile and credibility due to their leadership and stance in the community; open doors to potential sources of funding; be a source of advice on specific issues.

The Honorary Board will not meet. Staff will contact Board members for their input and expertise, as needed, throughout the year. One Board Director will act as a liaison to the Honorary Board and contact each Honorary Board member once a year to engage them and thank them for their service.

### Responsibilities:

- ▶ Understand the mission and vision of The Ability Center and be able to articulate its purpose and achievements to others.
- ▶ Open doors to potential sources of funding including foundation, government funds, corporate and individual funding sources.
- ▶ Be available to consult with the organization on specific issues as they arise, for their input and advice.
- ▶ Identify opportunities to collaborate with other nonprofits, for profit and government entities or others that would further the mission of the organization and provide opportunities to share resources or raise funds for The Ability Center.



## Executive Leadership Council

The **Executive Leadership Council** is an ancillary committee commissioned by and accountable to the Board of Directors of the organization to:

- Offer the organization profile and credibility due to their leadership and stance in the community.
- Open doors to synergistic and potential strategic partners.
- Be a source of guidance and advice to the Executive Director and Board of Director's on specific issues.
- Secure the chair(s) of the Capital Campaign Cabinet.
- Consult with the organization on specific issues as they arise, for their input and advice.
- Identify opportunities to collaborate with other nonprofits, for profit and government entities or others that would further the mission of the organization and provide opportunities to share resources or raise funds for The Ability Center.

### Responsibilities:

The **Executive Leadership Committee** is expected to:

- Serve six months to three years.
- Meet quarterly.
- Spend one to two hours per month on issues that relate to The Ability Center.
- Understand the mission and vision of The Ability Center and be able to articulate its purpose and achievements to others while championing the mission.
- Attempt to keep The Ability Center “top of mind.”

One Board Director will sit on the **Executive Leadership Council** to act as a liaison to the Board of Directors.



## Advisory Board

The Advisory Board is an ancillary board commissioned by and accountable to the Board of Directors of the organization to: advise the operation and services in collaboration with staff; monitor accountability of organization; and, evaluate organization outcomes.

The Advisory Board will meet one to two times per year. Staff will contact Board members for their input and expertise, as needed, throughout the year. One Board Director, from the governing board, will sit on the Advisory Committee and act as a liaison to the Board of Directors.

### Responsibilities:

- ▶ Ensure that the organization's goals further the organization's mission.
- ▶ Bring forward service gaps for those with disabilities in our community.
- ▶ Identify opportunities to collaborate with other nonprofits, schools, government entities or others that would further the mission of the organization and provide opportunities to share resources or raise funds for The Ability Center.
- ▶ Pinpoint opportunities for organization expansion.
- ▶ Ascertain opportunities to garner new program contracts with fee for service.
- ▶ Discuss the assessment of target population or community needs and ensure their needs are being met.
- ▶ Review the annual organization plan, as drafted by staff and make suggestions for improvement.
- ▶ Develop and/or approve an evaluation design for the organization.
- ▶ Review progress toward stated goals and objectives once a year.



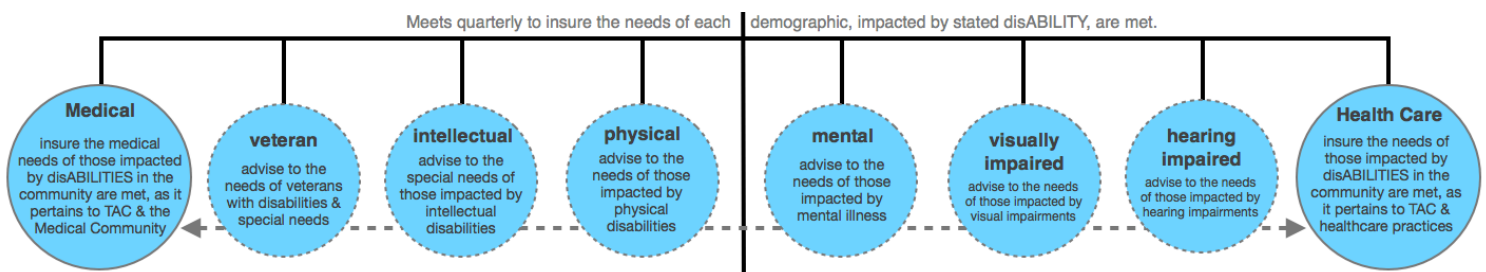
## Medical Advisory Committee

The **Medical Advisory Committee** is commissioned by and accountable to the Board of Directors of the organization to: medically advise and support the operation of programs and services in collaboration with staff.

- ▶ **Purpose:** To advise and inform as to the medical benefits of physical exercise, therapeutic recreation, rehabilitation, and sport. To develop and research disabled specific programming.
- ▶ **Who:** Medical professionals; Physical Therapists, Prosthetists, Physical Medicine and Rehab Physicians, Spinal Cord Injury Physicians, Occupational Therapists, Psychologists, Social Workers, etc.
- ▶ **Resources:** <http://www.ncpad.org/>
- ▶ **Tools:** Defer to Medical Advisory Committee.

### On-going & Future Responsibilities:

- ▶ Assist staff in identifying the medical, social and developmental benefits of athletics, fitness and recreation for people with disabilities.
- ▶ Assist the programming committee and staff in the development of a process that will evaluate/determine and measure the success of TAC's various program.
- ▶ Identify the medical benefits of having a pool. What type of pool?
- ▶ Assist in identifying the best possible exercise and therapeutic fitness equipment.
- ▶ Advise as to the benefits of having a physical therapist on staff and/or a department on site. Identify who that therapy outfit might include?
- ▶ Develop a diverse and qualified committee of medical professionals.
- ▶ Identify prospective donors and/or collaborations.



## Capital Campaign Committee

The **Capital Campaign Committee** is commissioned by and accountable to the Board of Directors of the organization to: assume primary responsibility in all matters pertaining to the Building Campaign for The Ability Center, solidifying the financial base of the organization and ensuring long-term financial stability. It shall recommend and periodically review all policies concerning resource development of the organization.

- ▶ **Purpose:** To solicit and identify potential donors, determine naming opportunities, their fees and length of naming right, develop contracts as well manage the official Building Campaign.
- ▶ **Who:** Ideally people who have some experience in fundraising especially capital campaigns. Also people within the community that have connections within affluent groups and the business community. And ideally people who are passionate about and dedicated to the cause.
- ▶ **Resources:** Workplace, Family, Friends, CEO's, CFO's, Doctors, Lawyers, etc.
- ▶ **Tools:** See Damian's current plan and 100,000 Strong for Ability Campaign ideas.

### On-going & Future Responsibilities:

- ▶ Assist staff in developing a comprehensive income plan to meet annual budgetary needs and recommend it to the Board for approval.
- ▶ Determine guidelines for Capital Campaign activities.
- ▶ Monitor progress towards reaching overall income goals.
- ▶ Review Capital Campaign materials as necessary.
- ▶ Present plans for short-range and long-term financial stability to the Board for approval.
- ▶ Meet with prospective and current donors as appropriate.
- ▶ Review and recommend fund development policies to the Board for approval.
- ▶ Review the analysis of the organization's funding history to discern trends.



## Fundraising Committee

The **Fundraising Committee** is commissioned by and accountable to the Board of Directors of the organization to: assume primary responsibility in all matters pertaining to annual and long-range fund development efforts, and planned giving; thereby, solidifying the financial base of the organization and ensuring long-term financial stability. It shall recommend and periodically review all policies concerning resource development of the organization.

- ▶ **Purpose:** To assist in the raising of funds for TAC through the planning and implementation of various fundraising events, campaigns, grants, letter writing campaigns, etc. as well the efforts of the;

Campaigns	Fundraisers
100,000 Strong for Ability	TAC Tailgates
P2P - Pennies to Play	World's Largest Wheelchair...
Commit to Change	Roll, Walk & Run
Community Kiosk	Dinner & an Auction

- ▶ **Goals:** To successfully implement the above mentioned campaigns/fundraisers and recruit additional committee members.
- ▶ **Who:** First and foremost, people who are passionate about and dedicated to the cause. Ideally people who have some experience with fundraising/event planning and don't have a problem soliciting funds, donations, raffle or auction items. Also people within the community that have connections within affluent groups and the business community.
- ▶ **Resources:** Workplace, Family, Friends, PTO's, Schools, Teams, Churches, Local Malls
- ▶ **Tools:** See Damian's ideas above and understand them.

### On-going & Future Responsibilities:

- ▶ Assist staff in developing a comprehensive income plan to meet annual budgetary needs and recommend it to the Board for approval.
- ▶ Determine guidelines for fundraising activities.
- ▶ Coordinate fundraising activities, such as special events, for the organization.
- ▶ Monitor progress towards reaching overall income goals.
- ▶ Review fundraising materials as necessary.
- ▶ Present plans for short-range and long-term financial stability to the Board for approval.
- ▶ Meet with prospective and current donors as appropriate.
- ▶ Review and recommend fund development policies to the Board for approval.
- ▶ Solicit the Board Directors' personal pledges.
- ▶ Organize the Board's involvement in the annual fund drive.
- ▶ Review the analysis of the organization's funding history to discern trends.





## Programming Committee

The **Program Committee** is commissioned by and accountable to the Board of Directors of the organization to: advise and support the operation of programs and services in collaboration with staff; monitor fiscal and programmatic accountability of program activity and budget plans; support program events and activities in time and talent where applicable.

- ▶ **Purpose:** To manage and grow TAC's current ASAP program and develop possible programs, leagues, camps, tournaments, events, fitness classes, training programs, etc. for TAC. To develop a process that evaluates/determines successful programs.
- ▶ **Goals:** To identify financial costs of programs, develop fees for programs, locate proper equipment and flooring and get bids, request in-kind donations or discounts from companies/suppliers, etc.
- ▶ **Who:** Ideally people who have some experience with fitness and/or athletic facilities, including Therapeutic Recreation, Facility & Sports Management, Physical Education, etc.
- ▶ **Resources:** Coaches, Therapists, Challenge magazine, Disabled Sports USA, The National Ability Center, Blaze Sports, Paralympics, Special Olympics, etc.
- ▶ **Tools:** Damian's former work, knowledge and league information from Axis Athletics. Program binder. Local facility and Parks & Rec brochures, etc.

### On-going & Future Responsibilities:

- ▶ Ensure that program objectives (process and activities) are linked to organization mission and goals.
- ▶ Work collaboratively with staff to ensure that programs are effectively and efficiently operated to meet the needs of the target population
- ▶ Uphold program policies and procedures that govern program operations
- ▶ Review program planning documents, including budget, and refine and make recommendations on program plans
- ▶ Establish annual committee goals and conduct an annual evaluation of committee performance against committee goals
- ▶ Support staff in providing regular committee reports to the board on program status
- ▶ Review information collected on program performance, outcomes, impact and cost and make recommendation where appropriate



## Acquisitions & Building Committee

The **Acquisitions & Building Committee** is commissioned by and accountable to the Board of Directors of the organization to: assume primary responsibility in all matters pertaining to the building and construction of The Ability Center, identifying potential land locations as well as potential in-kind, cost or significantly reduced building items and/or contractors.ensuring long-term financial stability.

- ▶ **Purpose:** To design The Ability Center and ensure its full accessibility through universal design.
- ▶ **Who:** Commercial Relators, Real Estate Attorney, Architects/Design Professionals, Contractors/Subcontractors, Builders, Developers, Lenders, Title Company, etc.
- ▶ **Goals:** See Committee Developer, Eric Bolander’s, “Development Process.”
- ▶ **Resources:** Kohler Foundation, WE Energies Foundation, Pieper (PPC Foundation), etc.

### On-going & Future Responsibilities:

- ▶ Assist staff in securing an architect for TAC and recommend it to the Board for approval.
- ▶ Assist staff in identifying land options of 10-15 acres.
- ▶ Assist staff in securing bids from a minimum of 3 contractors for each aspect of building, ask for donations, and secure in-kind donations; i.e. toilets/sinks (Kohler), AC/Heat (Trane), etc., electrical work (Pieper Power), etc.
- ▶ Determine guidelines of Building & Land Committee.
- ▶ Monitor progress towards reaching overall building goals.
- ▶ Review architectural renderings and plans as necessary.
- ▶ Present plans for short-range and long-term Ability Center possibilities to the Board for approval.
- ▶ Meet with prospective and current donors as appropriate.
- ▶ Review building contracts and recommend options to the Board for approval.



## Marketing Committee

The **Marketing Committee** is commissioned by and accountable to the Board of Directors of the organization to: assume primary responsibility in all matters pertaining to the marketing and promotion of The Ability Center, its' programs and all who are involved.

- ▶ **Purpose:** To develop and review TAC's marketing strategy through social media, internet, print material, etc.
- ▶ **Goals:** Develop tagline, logos, etc.
- ▶ **Who:** Marketing & Graphics professionals
- ▶ **Resources:** Local marketing companies, universities, etc.

### On-going & Future Responsibilities:

- ▶ Assist in the marketing and promotion of TAC related events, fundraisers and campaigns.
- ▶ Assist staff in the creation of press releases.
- ▶ Assist the staff in the development and creation of marketing materials.
- ▶ Assist the staff in the development of The Ability Center's "story" and elevator speech.
- ▶ Recruit a diverse and qualified committee of marketing professionals.
- ▶ Identify prospective donors and/or collaborations.



## Sports Committee

The **Sports Committee** is commissioned by and accountable to the Board of Directors of the organization to: advise and support the operation of programs and services in collaboration with staff; monitor fiscal and programmatic accountability of program activity and budget plans; support program events and activities in time and talent where applicable.

- ▶ **Purpose:** To reach out to amateur, collegiate and professional athletes and teams to represent and/or support TAC and its' campaigns as well as determine potential state, regional, and national tournaments/events.
- ▶ **Goals:** To identify sports figures to support and/or represent TAC and develop relationships with state and national organizations affiliated with disabilities.
- ▶ **Who:** Ideally people who have connections within the community to sports related teams (amateur, collegiate, professional), schools, businesses, media & personalities/athletes.
- ▶ **Resources:** Disabled Sports USA, Blaze Sports, Wheelchair & Ambulatory Sports USA, Paralympics, Special Olympics, etc.
- ▶ **Tools:** TBD

### On-going & Future Responsibilities:

- ▶ Recruit sports personalities to our cause and/or events.
- ▶ Identify potential RFP's for state, regional and national tournaments.
- ▶ Develop relationships with the primary disability affiliated sports organizations.
- ▶ Develop relationships with local sports teams and personalities.
- ▶ Establish annual committee goals and conduct an annual evaluation of committee performance against committee goals.
- ▶ Support staff in providing regular committee reports to the board on program status.
- ▶ Review information collected on program performance, outcomes, impact and cost and make recommendation where appropriate.

