

### **CASE Committee of Organizers**

The Committee of Organizers is comprised exclusively of active members of C.A.S.E. which includes board members, lead organizers, outreach coordinators, outreach workers, and chairs and co-chairs of each C.A.S.E. subcommittee. This committee provides leadership and guidance to five (5) C.A.S.E. subcommittees and general oversight and support of all C.A.S.E. activities. This committee approves the goals, objectives, and plans of the five (5) other subcommittees. This committee aims to ensure continuous quality improvement of all aspects of C.A.S.E. Also it develops and implements measures to monitor subcommittees' activities and assess areas of satisfaction and needs for improvement. The subcommittee also may recommend changes, additions or deletions to policies for adoption by the C.A.S.E. Board of Directors.

### **The Recruitment and Retention Subcommittee**

The Recruitment and Retention Subcommittee aims to recruit and maintain new and existing, active C.A.S.E. members. This subcommittee works to identify motivated constituents who are interested in participating in the fight against inequity. Responsible for membership growth and retention, the Recruitment and Retention Subcommittee will periodically organize membership drives, receptions and meetings to promote membership in C.A.S.E. All interested persons must complete an application for membership. Qualified applicants will be interviewed, discussed, and recommended as candidates for membership to C.A.S.E. Committee of Organizers. This subcommittee will review appeals from applicants who are denied membership. Moreover, this subcommittee will accumulate the information from the membership applications regarding interests and give lists to appropriate committee chairs. A list of those members who have previously volunteered and/or have specific experience including their up-to-dated mailing information will be maintained as well for use of other committees as needed. Phone calls will be made to verify current member status and information as needed.

- The subcommittee shall establish goals, objectives and an action plan.
- Place emphasis on recommendations to increase membership and discuss membership issues.
- Recommend and implement ideas to enhance or improve membership.
- Provide suggestions to increase involvement of community members in the various activities of C.A.S.E.

### **The Compliance Subcommittee**

The Compliance Subcommittee will ensure methods are in place and made available for citizens to report alleged institutional violations of federal, state, or city statutes, laws, policies, or ordinances related to the civil rights of consumers of services. The committee will promote the establishment of compliance committees within government institutions that encourage them to prioritize regular cultural competence training, seek technical assistance to build adequate capacity, review data findings/reports, follow up through corrective action, and prepare recommendations to and from residents, stakeholders, and institutional representatives' for the fight against inequity. The primary focus of this subcommittee is to develop common interest within institutions to ensure implementation of policies, practices and monitoring activities that address inequity issues within respective institutions of government. The goal is to partner with government institutions to create an environment supportive and responsive to inequity. Ensuring government institutions have access to accurate data, information, education, and effective methods/strategies are critical.

#### **The subcommittee shall:**

- Establish goals, objectives and an action plan.
- Place emphasis on recommendations to increase review of ethnic, racial, gender, disability, etc. disproportionality and disparities within institutions.
- Recommend and implement ideas to enhance or improve institution partnerships and address all barriers.

## **The Funding Raising Subcommittee**

The Funding Raising Subcommittee aims to identify, gather and communicate the financial needs of C.A.S.E. that are pertinent to community members and community partners in an effort to establish financial supporters and donor relationships. This subcommittee will spearhead an annual funding raising campaign and events. Street outreach, guest presentations, social media, letters, and phone calls are methods that will be used to encourage the financial support of local residents, business, churches, and organization. Funding raising activities are essential to offset the financial demands/costs of C.A.S.E. An accurate record of contacts and all contributions will be maintained. A list will be given to the Treasurer of any funds collected or pledges made. Treasurer will provide a monthly report to the C.A.S.E. Board of Directors of all donation types to C.A.S.E. A complete year-end report will be provided to C.A.S.E. full membership body.

### **The subcommittee shall:**

- Establish goals, objectives and an action plan.
- Place emphasis on recommendations to increase financial independence and stability.
- Recommend and implement plans that enhance or improve finances through activities such as fundraising programs, cost cutting or grants writing.

## **The Social Action Subcommittee**

The Social Action Subcommittee aims to provide a comprehensive advocacy agenda. A calendar of activities that involve policy statements, visits with government leaders, emails, phone calls, etc. This subcommittee will invite government leaders and representatives to attend C.A.S. E. events and respond to publicized data and/or findings. It will ensure sufficient space and accommodations for each event. Also this subcommittee will work collaboratively with other agencies or entities whose mission is to eliminate inequity in institutions of government.

### **The subcommittee shall:**

- Establish goals, objectives and an action plan.
- Place emphasis on recommendations that support the establishment of a comprehensive advocacy agenda.
- Recommend and implement ideas to enhance or improve quality of each event.

## **The Public Relations Subcommittee**

The Public Relations Subcommittee aims to design appropriate messages and convey the messages through effective communication methods (t-shirts, flyers, brochures, posters, newsletters, radio broadcasting, talk shows, etc.) that promote C.A.S.E. awareness, education, and advocacy agenda. This subcommittee will be responsible for sharing all news worthy activities/events of C.A.S.E. This subcommittee shall develop and maintain a media listing with contact names, addresses, phone and fax numbers and e-mail addresses for newspapers, radio stations, publications and organizations. This subcommittee shall develop and issue events advertisements and public service announcements in newspapers, radio, television and cable. This subcommittee must work closely to ensure all data and statistical information is accurate and in accordance to governing rules and regulations.

### **The subcommittee shall:**

- Establish goals, objectives and an action plan.
- Place emphasis on recommendations to increase awareness through various communication methods.
- Recommend and implement ideas to enhance or improve community awareness
- Provide suggestions increase messages/slogans in the various activities of C.A.S.E.