

Special Olympics
Ohio



Robert W. Rickard, Executive Director
Martin S. Allen, Program Director
Paige Ludwig, Development Director

3303 Winchester Pike
Columbus, Ohio 43232
Phone (614) 239-7050
Fax (614) 239-1873
Website WWW.SOOH.ORG

Guidelines for Advisory Committees

During this past year, it has come to the attention of Special Olympics Ohio that many Local Organizations have formed Boards to make policy and procedures within their Local Organization. As per the Local Accreditation Agreement that is signed by the Local Coordinator, only Special Olympics Ohio may have a Board of Directors. Local Organizations may have an Advisory Committee that is formed to assist the Local Coordinator in overseeing the effective management, direction and mission of the Local Organization. Inside this document you will find guidelines that will help you organize and define your Advisory Committee.

Procedural Policies

Special Olympics Ohio has bylaws that govern their Board of Directors. Your Local Advisory Committee may draft up procedural policies to help with the formation and function of their Committee. Bylaws shall only be used at the State Level.

Committee Development

First and foremost the person in charge of the committee, running the meetings is the Local Coordinator. The number of people on the advisory committee is subject to the Local Coordinator. The Local Coordinator may create positions that will help them in best completing the mission of Special Olympics and development of the Local Organization.

Suggested Committee Positions

Local Coordinator- This position may be appointed by the Advisory Committee but is not officially designated as the Local Coordinator until the Special Olympics Ohio State Office has approved this appointee. This is done by filling out the Local Accreditation Form then submitting it to your appropriate Area Director who will in turn submit it to the state office for approval. When Special Olympics Ohio accredits the Local Organization, it recognizes the Local Coordinator as the sole licensee for Special Olympics in the Local Organization and responsible for following all our rules and regulations.

Duties of the Local Coordinator include:

- Following all Articles stated in the Local Accreditation Form (Sections V & VI)
- Sitting as the head of the Local Advisory Committee the Local Coordinator will lead and organize the meetings.
- Communicate with Advisory Members, Coaches, Athletes and Families on all material distributed to the Local Coordinator from the Area Director's and Special Olympics Ohio State Office.
- Develop an annual budget that is reviewed by the Advisory Committee.
- Communicate with Area Directors and the Special Olympics Ohio State Office.
- Will be the co-signer on all checks and expenses within the Local Organization.
- Recruit and train new members of the Local Advisory Committee.
- Be the main spokesperson for all matters that have to do with the Local Special Olympics Organization.
- Approve all financial reports.
- Final approval of all things related to the Local Special Olympics Organization

Treasurer – This position will be in-charge of filing proper financial reports with the State Office working through the accounting department of Special Olympics Ohio. This person should be a co-signer on all checks and will prepare financial reports for the Advisory Committee.

Outreach- This position will be the lead for athlete recruitment for your Local Organization. A suggestion would be to have each entity within your Local organization (School District, Agency) have an outreach person that works with the Committee and represents that entity.

Athlete- We strongly suggest that you have Athlete representation on your Advisory Committee. This athlete or athletes need to have specific tasks to help them represent fellow athletes. Once again, if your Local Organization serves a large age range or geographic area we would suggest that multiple athletes serve on the committee.

Coach- This position will be a coach that serves and represents the coaches from the Local Organization and reports their concerns and needs.

Fundraising- This position will work with the Local Coordinator is creating and running Local Fundraiser's to ensure that the Local organization can be financially stable. This can be broken down to separate fundraisers or interests by the committee members.

Volunteer Recruitment- This position will help fill all volunteer needs that the local organization will need to properly run their local program.

Publicity- This position will help to promote Special Olympics using the local media or electronic media.

Other Positions- Any position that the Local Coordinator deems necessary may be created in helping the Local organization achieve their mission of providing Special Olympics.

Business Decisions- The Local Coordinator may ask for discussion concerning future programmatic and financial plans but final decisions are to be made by the Local Coordinator. All decisions **must** follow all guidelines as outlined in the Local Coordinator's Handbook and Local Accreditation.

Contracts- The Local Advisory Committee is under no circumstances allowed to draft and sign a contract. Any contracts must be signed by the Local Coordinator who is the sole licensee recognized by the state office.

Disputes- If the Advisory Committee and Local Coordinator have a dispute that cannot be resolved than the dispute will be forwarded to the Special Olympics Ohio State Office. A decision will be made by the State office and all members of the Advisory Committee will abide by this ruling.

Annual Accreditation Process- During the late summer, Special Olympics will send out new accreditation forms to existing Local Organizations. All Local Organizations must apply for accreditation for the upcoming program year.

Appointment of a new Local Coordinator- When an existing Local Coordinator resigns or leaves for any reason the Local Advisory Committee can select a new Local Coordinator through a majority vote. Once the Local Coordinator has been chosen a New Local Accreditation Form must be filled out and submitted to the Area Director and then it will be forwarded on to the State Office. The State Office **will** have the final approval of all Local Coordinator's. Until the appointed Local Coordinator has been approved by the State Office they cannot fill the duties of the Local Coordinator.

Athlete Eligibility and Code of Conduct – Special Olympics Ohio has defined athlete eligibility and code of conduct in the Local Coordinator's Handbook.

