

**APPENDIX**  
**TO**  
**DOWN SYNDROME ASSOCIATION OF DELAWARE, INC.**  
**BYLAWS**  
**BOARD OF DIRECTORS and COMMITTEES**

**SECTION 1           BOARD OF DIRECTORS**

**The Board of Directors shall consist of 4 Executive Officers,  
2 Self-Advocates, and 10 At-Large Directors**

**SECTION 2           COMMITTEES**

**1. Public Relations Committee**

**Responsibilities include:**

1. Press Releases
2. Newsletter - hard copy and E-version
3. Advertising
4. Event Fliers and Calendars
5. Website Content

**2. Website and IT Committee**

**Responsibilities include:**

1. Webmaster
2. Website Management
3. Website Content Updates
4. Assist secretary in maintain membership databases via website management tools

### **3. Resource Committee**

#### **Responsibilities include:**

1. Compile and update parent resources reference book.
2. Research and follow up on requests for resources and recommendations for doctors, therapists, government services etc.
3. Maintain a Lending Library and comprehensive resource information.
4. Maintain checkouts from Library.
5. Maintaining Resource Library's database.

### **4. Social Events Committee--**

#### **Sub-Committees—**

#### **Family Events, Teens and Adults and South Events**

#### **Responsibilities include:**

1. Plan and schedule Annual DSA of Delaware Events to include:
  - Easter Egg Hunt
  - Children's Holiday Party
  - Adult Holiday Party
  - Blue/Gold Tailgate Party
  - Summer Pool Party or Beach Bash
  - Fall Hayride and Bonfire
  - All Teen and Adult Functions
2. Arrange for activities and entertainment as needed for each event.
3. Arrange for name tags, signage and promotional materials at all events.
4. Plan any other Special Social Event Gatherings (examples: Young Academy Cooking Social, Train Ride and Picnic, Play date at Can DO! Playground, etc.)
5. Send out Event details to Public Relations Committee for Newsletters and Website.
6. Research and secure event locations.

7. Write up job descriptions for any Volunteers needed to staff events and pass on to the Volunteer Committee.

## **5. Parent Educational Event Committee--**

### **Responsibilities include:**

1. Plan Bi-Annual 1/2 Day Workshops.
2. Plan Monthly Parent Education Meetings (Example of Topics: Nutrition, DS Clinic, Potty Training, Behavior Strategies, etc.)
3. Arrange for activities and entertainment as needed for each event.
4. Arrange for name tags, signage and promotional materials at all events.
5. Plan any other Education Workshops as needed.
6. Send out Event details to Public Relations Committee for Newsletters and Website.
7. Research and secure event locations.
8. Negotiate rental and speaker fees.
9. Write up job descriptions for any Volunteers needed to staff events and pass on to the Volunteer Committee.

## **6. Professional Education Committee**

1. Improve the relationship with local school districts in regards to educational needs of individuals with DS.
2. Create opportunities to further the understanding and knowledge base of professionals in regards to the best practices in education for children with DS.

## **7. Outreach Committee**

### **Responsibilities include:**

1. Create and gather materials for New Parent Information Packets.

2. Contacts new families to arrange meeting and delivery of packet.
3. Contact Social Workers at all area hospitals to introduce DSA and offer information packets.
4. Liaison at A.I. DuPont Hospital Down Syndrome Clinic - currently held 2<sup>nd</sup> and the 4th Tuesday of every month.
5. Create and update New Member spreadsheet monthly send to secretary for data base updates.

## **8. Volunteer Committee**

### **Responsibilities include:**

1. Obtain Volunteers to cover all DSA of DE Events as needed.
2. Update our information on VolunteerMatch.com for upcoming events.
3. Contact Local Community organizations to utilize their membership for Volunteering. (examples: The Rotary Club, Lions Club, Moose Lodge, Sorority and Fraternities, etc.)

## **9. Fundraising Committee**

### **Responsibilities include:**

1. Oversee DSA Fundraising events: Buddy Walk, Run for the Buds , etc

## **10. Governmental Affairs Committee**

### **Responsibilities include:**

1. Update membership on local and national issues relating to policy and legislations regarding issues that affect individuals with DS.
2. Advocate for our membership on policy and legislative issues.

## **11. DADS: Dads Appreciating Down Syndrome**

### **Responsibilities include:**

1. Create a opportunities for father's of individuals to with DS to gather.