

Applications Due May 31, 2022

The Down Syndrome Guild of Dallas operates under the guidance of several committees. There are no set term limits for committee members; however, the organization generally reviews participation and interest on an annual basis and asks members for at least a one-year commitment. The following committees are currently accepting applications for the 2022-2023 fiscal year beginning June 1, 2022.

Finance Committee:

Chairperson: Board Treasurer

Responsibilities include but are not limited to reviewing monthly financials, assisting with the preparation of the annual operating budget, reviewing annual audit and 990, evaluating investment performance, evaluating office lease and comparables, and reviewing and making recommendations to financial policies. The Finance Committee meets approximately 4 times per year (primarily via Zoom) in addition to financial review and correspondence monthly via email.

Fund Development Committee:

Chairperson: Keith Demma

Responsibilities include but are not limited to evaluating effectiveness of annual fund development plan to ensure financial stability, evaluating and securing new funding sources (i.e. grants, community partnerships, major events), assisting with the planning and execution of major events as needed. The Fund Development Committee meets approximately monthly in the evenings (primarily via Zoom). Specific meeting days and times will be determined with input from the full committee.

Buddy Walk Committee:

Chairperson: Joli Webberman

The Buddy Walk Committee reports to the Fund Development Committee and is responsible for assisting with the planning and execution of the organization's largest fundraiser and awareness walk (i.e. marketing, location determination, team building and support, securing vendors, volunteer management, soliciting community support, etc.) The Buddy Walk Committee meets via Zoom on weekdays approximately once per month (day and time to be determined with full committee input). Occasional nights/weekends are requested to assist with t-shirt distribution and event set up as needed.

Medical Committee:

Chairperson:

Responsibilities include but are not limited to evaluating contributions in support of medical research, identifying speakers to present on relevant medical topics for educational programming, collaborating with DSG volunteers and professionals at the pediatric Down Syndrome Clinic at Children's, evaluating medical resources and content on website annually, collaborating with the Adult DS Clinic Task Force Chair, and collaborating with New Parent

Committee to develop contacts and medical outreach plan. The Medical Committee meeting schedule will be determined by the Medical Committee Chair with input from the full committee.

Education/Programs Committee:

Chairperson: Sherry Parma

Responsibilities include but are not limited to evaluating effectiveness of all programming through the use of surveys, website analytics, and program attendance, assisting with the creation of annual programming calendar across all age groups, exploring and recommending new programming that includes funding and staffing needs, and reviewing website resources and content annually. The Education/Programs Committee may also serve as the planning committee assisting with the planning and execution for spring and fall education conferences, including providing labor, recommending session topics and presenters, and connecting with local school districts. The Education/Programs Committee meets monthly via Zoom. Meeting days and times will be determined with input from the full committee.

Grupo de Familias Unidas: (must be bi-lingual)

Co-Chairpersons: Ayako Chan/Marixa Hernandez

The Grupo de Familias Unidas Committee reports to the Education/Programs Committee and is responsible for assisting with the planning, execution, and evaluation of quarterly educational programs for Spanish speaking families, including providing labor, recommending session topics and presenters, and connecting with diverse families. The Grupo de Familias Unidas Committee is also tasked with assisting with review of materials and resources for Spanish speaking families and providing parent to parent support in Spanish. The Grupo de Familias Unidas Committee meets annually and consults via email throughout the year as needed.

New Parent Committee:

Chairperson:

The New Parent Committee reports to the Education/Programs Committee and is responsible for reviewing and making recommendations to the content of the new parent packet and website annually, evaluating the effectiveness of new parent programming, collaborating with the Medical Committee to develop a medical outreach plan to further educate and connect with professionals delivering a diagnosis, and connecting and training parents interested in becoming First Call Parents. New Parent Committee Members may also be trained as a First Call Parents, who are parents responsible for connecting with and mentoring new and expectant families. The New Parent Committee meets quarterly via Zoom. Meeting days and times will be determined with input from the full committee.

For additional information or any questions about applying for a DSG committee position, please contact Jennifer Ford at 214.267.1374 or jennifer@downsyndromedallas.org.