Campaign Roles and Responsibilities

**STATEWIDE STEERING COMMITTEE:**
- Reviews and recommends organizations to be admitted into the FSEC Campaign

**DEPARTMENT OF MANAGEMENT SERVICES:**
- Supervises and governs the Campaign statewide
- Promulgates rules
- Issues Final Orders regarding admission of organizations to the FSECC
- Produces toolkit materials to be used in the Campaign
- Staff members available to help charities, state employee coordinators, or volunteers
- Monitors financial reports of vendor responsible for accounting duties

**Each AGENCY HEAD:**
- Appoints Statewide Agency Coordinator
- Ensures all internal activities are non-coercive and comply with the statute and rules
- Recognizes and thanks employees

**STATEWIDE AGENCY COORDINATORS (SAC)**:
- Appointed by Agency Head to fulfill the agency’s responsibility for implementing the FSECC statewide
- Must be given access to and receive cooperation from all divisions of the agency
- Appoint Local Agency Coordinators as needed
- Plan and hold events designed to generate awareness of the FSECC
- Monitor campaign progress and report periodically to agency head and employees statewide
- Attend and speak at key meetings
- Ensure agency employees receive communication/training and support when using the GivingNexus automated payroll pledge tool
- Monitor progress

**LOCAL AGENCY COORDINATORS (LAC)**:
- Work closely with the SAC in the day-to-day implementation of the FSECC within their local area
- Work with the SAC in planning and holding events designed to generate awareness of the FSECC
- Assist with planning the Campaign and providing the opportunity for employees to participate
- Schedule and ensure communication to employees about any group meetings concerning the Campaign
- Report progress periodically to Statewide Agency Coordinator

**AGENCY PAYROLL COORDINATORS (APC)**:
- Research and correct payroll exceptions as appropriate after the mass load process is complete (as instructed)

**FISCAL AGENT (FA):**
- Fiscal responsibility in accounting for funds raised and distributing the funds raised to participating charities
- Develop and maintain the online pledge tool used by employees to establish and designate charitable payroll deductions

*Complete instructions and guidelines will be provided to the SACs, LACs and APCs*