**Committee Purpose:** To assist the Chair in making decisions, and oversee the administrative affairs of the Council. Maintain the vision and mission of the Child Abuse Council. Plan and conduct Council meetings with presentations representing a wide-range of community-based programs. Plan and coordinate all aspects of the Council’s work and annual retreat.

<table>
<thead>
<tr>
<th>Goals and Objectives</th>
<th>Proposed Activities</th>
<th>Timeline</th>
<th>Personnel Sub-committee</th>
<th>Budget</th>
</tr>
</thead>
</table>
| 1  Become more visible and influential to policy makers and community groups by addressing larger goals related to child abuse prevention. | • Attend the Children, Seniors and Family meeting as needed  
• Meet with BOS representatives, community leaders and foster relationships with entities that support child abuse prevention  
• Collaborate child abuse prevention and intervention strategies w/ SSA and DFCS  
• Regularly attend GBACAC Meetings - $1000 (mileage) | Ongoing | Officers and Executive Committee | $1,000 |
| 2  Provide effective oversight, guidance and training to the Child Abuse Council and Council committees. | • Oversee the implementation of FY 2016-17 Council priorities which include:  
  • Incorporate youth voices into oversight and improvement systems  
  • Promote public awareness of child abuse prevention programs  
  • Monitor systems serving children  
  • Enhance CAC’s role as an advisory commission to the BOS  
  • Review committee activities on a monthly basis  
    • For FY 16/17, implement standard operating procedures for committees  
    • Plan and implement annual retreat in February 2017 to determine FY 2017/18 priorities. - $500  
  • Ensure Council members are trained on fiscal procedures and County/ commission rules and procedures related to meetings, including the Brown Act, Robert’s Rules, confidentiality, ethics, etc.  
    • For FY 16/17, appoint a By-Laws review task force to recommend revisions to the Council By-Laws by March 2017 | On-going Retreat: February 2017 | Officers, Executive Committee, and Coordinator | $500 |
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<tbody>
<tr>
<td>3 Provide administrative support for the Council.</td>
<td>• Child Abuse Council Coordinator (Contractor) - $55,000</td>
<td>Ongoing</td>
<td>Officers, Executive Committee, Clerk of the Board, Coordinator</td>
<td>$75,300</td>
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<td>• For FY 16/17, initiate the procurement process for a CAC Coordinator by January 2017</td>
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<td>• Clerk of Board Salary and support - $18,000</td>
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<td>• Miscellaneous office expenses including paper, ink, postage, photocopying, name tags, etc - $2,300</td>
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<tr>
<td>Total</td>
<td></td>
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<td>$76,800</td>
</tr>
</tbody>
</table>

2010-11: $93,572
2011-12: $88,302
2012-13: $84,610
2013-14: $82,000
2014-15: $81,000
2015-16: $81,000
2016-17: $76,800