



## **DRUG FREE JOHNSON COUNTY (DFJC) Coordination Expectations**

1. Organize, publicize, attend, and provide for all logistical support for all meetings of DFJC Board of Directors, Executive Committee, and committees authorized either by the DFJC Board of Directors or by the DFJC By-Laws.
2. Complete the Comprehensive Community Plan (CCP) Update each year, with the assistance of the DFJC task force.
3. Gather such data as may be requested by DFJC and/or state or federal governmental agencies.
4. Provide technical support for the Chair and all committees, including assisting in preparing the agenda for all meetings, attending the meetings, and maintaining minutes and records from the meetings.
5. Submit all meeting minutes to ICJI within 15 days following each DFJC task force meeting.
6. Draft responses, for review by the Chairman and/or Executive Committee to any communications received from governmental or non-governmental agencies or entities of any type.
7. Organize and facilitate the grant process, including application preparation, grant committee preparation/coordination, contract and voucher preparation, County Council and Commissioners requests and appearances, schedule grantee updates, monitor meeting attendance, and review of all required grantee documentation to ensure that grantees are meeting the requirements as outlined in the By-laws and signed contracts.
8. Assist the Board with meeting objectives and goals.
9. Assist with the recruitment and retention of Task Force members.
10. Communicate with the Executive Committee about opportunities in the community for marketing/education and participation.
11. Coordinate and attend all DFJC sponsored events/activities.
12. Act as a liaison for DFJC with the Indiana Criminal Justice Institute, completing all related duties including attendance at all required meetings.
13. Monitor and respond to all emails directed to DFJC through the provided email address
14. Consistently publish required updates to website.
15. Fulfill other contractual obligations as assigned by the Chair/Executive Committee.
16. ORGANIZATION APPLICANTS ONLY – Total contract award will require organization to provide office supplies, printing, promotional item design and purchase (brochures, table-top banners, etc.), website expenses, etc.