

## **D-Day Ohio, Inc. Committees of the Organization**

### **Article I: Purpose**

Committees serve to undertake the business of D-Day, Ohio Inc. As described in the By-laws, each Committee is chaired by a member of the Board of Trustees.

### **Article II: Composition**

Each committee will be made up of no fewer than three individuals, including the committee chair. The members may be as limited or as numerous as is necessary to undertake the responsibilities of the committee. Committee members may be full members of D-Day Ohio, Inc., honorary members, or volunteers recruited from outside the corporation.

### **Article III: Committees**

The Board of Trustees will operate the following committees as described below:

1. **Finance and Fundraising:** This committee is chaired by the Treasurer and is responsible for (a) maintaining financial reports of the corporation, (b) recommending fundraising strategies to the Board, (c) overseeing fundraising activities before and during the event, (d) ensuring donors contributing more than \$250 receive appropriate tax-exemption documentation, and (e) other duties as identified and assigned by the Board.
2. **Volunteer Coordination:** This committee is chaired by a member of the Board and is responsible for (a) identifying appropriate volunteers as needed to undertake the business of D-Day Ohio, Inc., (b) collecting and prioritizing tasks for the event (which may be submitted by other committees), (c) ensuring that tasks are assigned and completed by appropriate groups of volunteers, (d) ensuring volunteers are appropriately recognized for their contributions, and (e) other duties as identified and assigned by the Board.
3. **Media and Public Relations:** This committee is chaired by a member of the Board and is responsible for (a) conducting media and public outreach, (b) serving as the primary press contact before, during, and after the event, (c) developing and distributing appropriate press and advertizing materials, and (d) other duties as identified and assigned by the Board.
4. **Event Management:** This committee is chaired by a member of the Board and is responsible for ensuring coordination of the event and that key event-related activities have been completed. Activities may include serving as a liaison to support groups (e.g. aircraft and watercraft), ensuring that appropriate waivers and permits have been filed, and conducting on-site coordination of reenactors and other uniformed personnel.
5. **Other Committees:** From time to time the Board may determine that additional committees are needed to ensure adequate management of the D-Day Ohio event. In such cases, additional committees may be added through the procedures described in the corporation's By-laws.

**Article IV: Committee Meetings**

Committee meetings will take place at a time and frequency determined by the committee chairman. The chair shall ensure that an accurate record of the meeting is made and presented to the Board at its next regular meeting. Minutes and records from the committee meetings will be filed as addenda to the Board minutes.

R Resolved January 13, 2008

Michael E. Felmlee, President

Sarah E. Westrick, Secretary

Betsy J. Bashore, Treasurer

Robert E. Trumbull Executive Officer (Allies)

Richard Clark, Executive Officer (Axis)

The right side of the page contains several lines of handwritten signatures and scribbles, which appear to be the signatures of the individuals listed on the left. The signatures are somewhat illegible but correspond to the names: Michael E. Felmlee, Sarah E. Westrick, Betsy J. Bashore, Robert E. Trumbull, and Richard Clark.