



Michigan SECC Lead LCOA Responsibilities

Approved participating organizations of the State Employees Charitable Campaign (SECC) may serve as a Lead Local Campaign Operating Agency (LCOA). The Lead LCOA agrees to honestly and fairly represent and assist state employees, the SECC Steering Committee, and all approved participating organizations in conducting a charitable campaign which results in equal treatment of all participating organizations, including notifying said entities, on a timely basis, of any issues which may negatively or positively impact current campaign policy, procedures, and philosophy.

Some activities LCOAs will perform include but are not limited to:

IDENTIFY CONTACT PERSON

Identify the person to be the single point of contact within the LCOA organization for all state employee volunteers within their LCOA geographic region.

ATTEND TRAINING

The LCOA contact person(s) MUST attend a training session/conference call coordinated by the SECC/Fiscal Agent. Training is mandatory for any organizations/individuals serving as a LEAD LCOA contact.

RESPONSIBILITIES

- Serve as point of contact for your region.
- Routinely communicate with all local volunteers and umbrellas to create regional campaign plan and time line.
- Facilitate the utilization of member charity/umbrella speakers.
- Connect volunteers with appropriate Umbrella or member charity. If an SECC approved charity is not available in any specific county to assist a State of Michigan volunteer/donor, it is your responsibility to be sure they receive whatever assistance they are looking for. Some traveling may be required.
- Serve as a reference for campaign leadership in getting a general sense of the level of engagement for organizations/charities within your region.
- Coordinate local volunteer training, celebration and thank you events for State of Michigan employees in regional departments.
- Provide advice, expertise and assistance on local promotional opportunities, agency fairs and public relations activities.
- Participate in monthly SECC Steering Committee and Marketing Committee calls.
- Complete and submit activity report (s) on requested dates.

AGREE TO ACCEPT LCOA CAPPED REIMBURSEMENT, SUBJECT TO THE FOLLOWING LIMITATIONS

For the 2019-2020 campaign, LCOAs serving in a lead capacity are eligible to receive a credit at a maximum of 2% of the prior year's campaign pledges from their assigned geographic area/prosperity region. The campaign credit will be reflected in the next SECC Cost Share bill, typically invoiced within 60 days of the SECC fiscal year end (June 30).