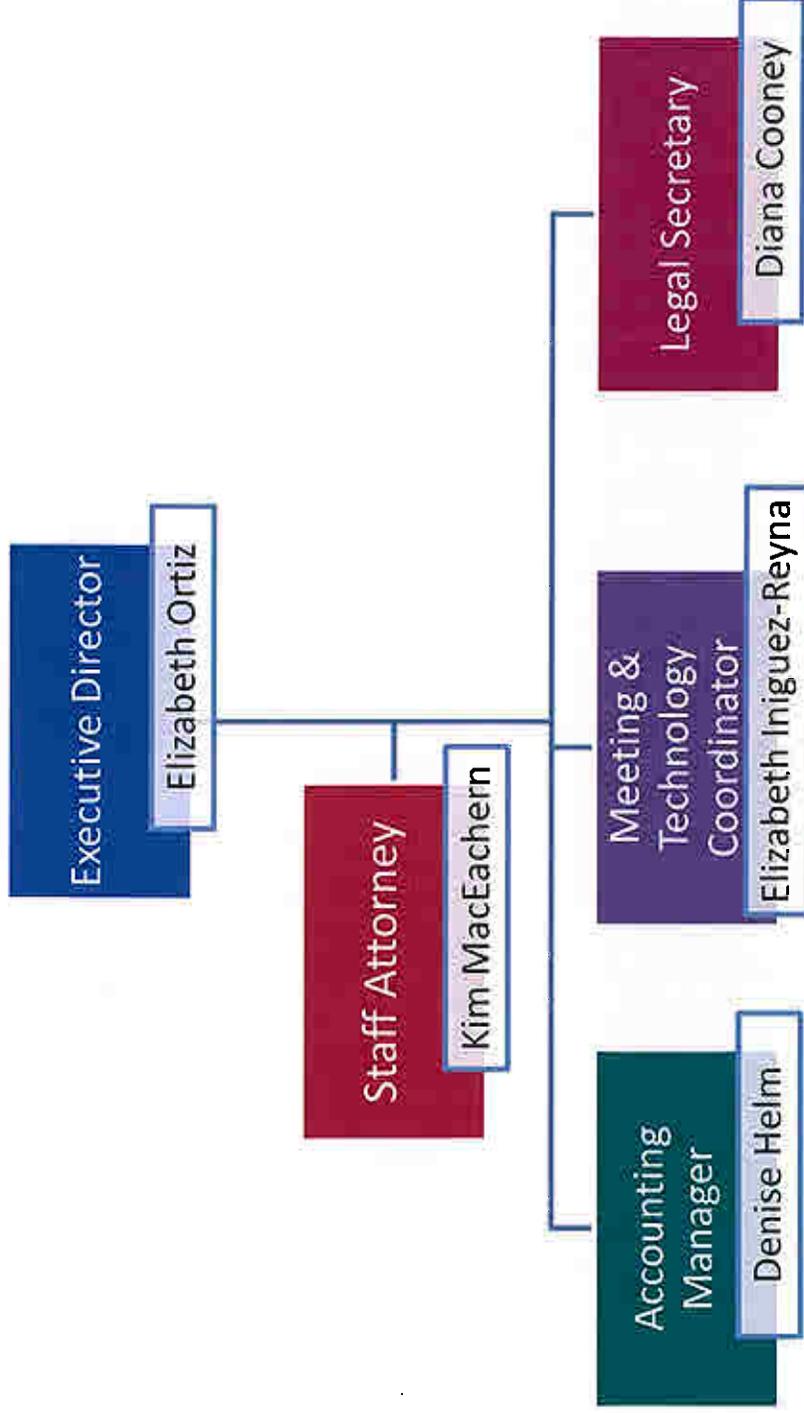


APAAC Organizational Chart



Executive Director's primary responsibilities:

- Administrative and financial oversight
- Personnel management and retention of contract employees
- Training coordination (includes identifying training topics and faculty)
- Prosecution and related group community outreach
- Legislative activity oversight
- Implement strategic planning and branding activities for APAAC
- Liaise with national organizations, such as NAPC, NDAA
- Legal research support for prosecutors
- Coordinate/draft Amici
- Participate in committee work, such as JR Justice, Coalition for Domestic Violence, O'Connor House
- Manage Council and subcommittee meetings
- Oversee retention of experts for research projects relating to policy issues/prosecution/Executive development functions
- Identify and manage grant opportunities
- Manage internships

Staff Attorney's primary responsibilities:

- Legislative liaison, staff LPC committee
- Rule change coordination
- Media liaison on behalf of Council for public policy positions
- Interface with sister organizations, i.e. ALELAA rep, Coalition for Domestic Violence, Committee on case management systems, law enforcement, corrections, AACO, CSA
- Fill-in for ED during absences
- Manage research projects supporting policy issues (Fischer Report)
- Support training operations as needed
- Manage Truman Young and Udall Fellow programs with ASU/UA law schools
- Recruit and manage legislative intern
- Legal research for prosecutors

Accounting Manager's primary responsibilities:

- Maintain financial records; bookkeeping; financial audits
- Manage cash flow: receivables and payables
- Process/track prosecutor reimbursement requests
- Track and report grant funding
- Prepare and process quarterly tax payments
- Manage Payroll and associated reports
- Human resources: maintain records/administrative support for employee benefits
- Manage office supplies
- Produce and maintain Council and subcommittee meeting records

Meeting & Technology Coordinator's primary responsibilities:

- Update/maintenance of website content; coordinate website development
- Manage inter-prosecution communication via email, Facebook, and Twitter
- Create and distribute The Arizona Prosecutor Newsletter
- Manage video/telephonic conferencing capabilities
- Technical consultant to Council offices
- Training facility management (including planning, contracting, equipment, hotel/accommodations, staffing events)
- Preparation of training materials

Legal Secretary primary responsibilities:

- Receptionist duties (including processing the ingoing and outgoing mail, maintain office equipment welcome guests to the APAAC office)
- Administrative support to the Staff Attorney (including the coordination of legislative-related meetings and reports)
- Administrative support to the Executive Director