**Section 2650.10 Organization**

a) The Director shall have general administrative and policy authority regarding SECA.

b) An Advisory Board to assist in implementing and regulating the State and University Employees Combined Appeal (SECA) is established under the chairmanship of the Director (or his/her designee).

1) The following persons shall be invited to be members of the Advisory Board: five or more State employees "at large" representing employee interests; the prior year's SECA chairperson; the Lieutenant Governor or his/her designee; a representative of a State employee labor organization; a representative from a Retirement System; and the appointed SECA Chairperson for the current year. The at-large members and the labor organization representative shall be appointed by the Director.

2) State employee members shall serve a three-year term. State employee members may serve no more than two consecutive three-year terms.

3) The Advisory Board shall meet at least quarterly.

4) The function of the Advisory Board is to advise the Director on SECA matters, including:

A) Discussion and planning of the administration and conduct of the annual campaign.

B) Review of combined campaign materials, educational programs, publicity efforts, campaign goals and recognition-award programs.

C) Selection process for SECA coordinators.

D) Verification of continuing eligibility through the Comptroller's Office.

E) Candidate search and presentation of any proposed third party manager to the Qualified Charitable Organizations for approval and establishment of proposed duties of any third party manager.

F) Any other issues determined to be consistent with the functions of the Advisory Board.

5) A representative from each Qualified Charitable Organization may attend and speak at each Advisory Board meeting, but shall not have a vote on the Advisory Board.

c) A chairperson for each annual SECA shall be appointed by the Governor. The chairperson shall serve on the Advisory Board to assist the Director on functions specified in subsections (b)(4)(B) and (C). Each chief officer shall appoint an executive coordinator for each annual campaign. SECA coordinators or other agency employees shall be permitted work time to perform their responsibilities, including campaign briefings and training, distribution of literature, collection of pledge cards, telephone and contact with representatives of the Qualified Charitable Organizations. SECA coordinators will be permitted to request liaisons to assist where an agency has multiple worksites. SECA liaisons will be given time to meet with their coordinator for training and related events. Any State employee who volunteers for a charity event shall contribute time solely during non-work hours.

(Source: Amended at 36 Ill. Reg. 8455, effective May 22, 2012)