

LPCAAA

POLICY MANUAL

Updated, July 2017

LEAD BY EXAMPLE

Effective presidents take their role model responsibility because they know that the most powerful form of leadership is leadership by example. They accept the logic that members are only going to work as hard as they do and that excellence requires a great deal of volunteer time on the part of the members.

Probably the most important message a president can communicate is an abiding sense of personal and professional integrity. A president is living proof that one can be flexible in approach and accommodating in application, yet firm when it comes to principle.

Presidents cannot be all things to all people, and those who try may destroy themselves in the process of striving to meet the unrealistic expectations. As role models for their members, they are called upon to set the tone and lead by example. They need to uphold professional standards and conduct themselves in an ethical manner. They are neither saints nor heroes; they are merely honest people who work with others to benefit the organization.

PRESIDENT

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 1. A. President

ARTICLE IX. Committees

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the President include but are not limited to the following in addition to those stated in the Bylaws.

1. Preside over regular membership meetings and Board meetings in accordance with Robert's Rules of Order.
2. Schedule meeting dates with the LPD liaison to ensure access to LPD and the Dept. liaison for use of the training room(s).
3. Review and correct/approve minutes of regular and Board meetings as provided by the Secretary.
4. Have regular meetings with Board officers and directors to provide consultation and support pertaining to their responsibilities.
5. Have regular meetings with the Chief of Police and designated Department representatives. Determine with the LPD liaison the list of volunteers with access capabilities to the Police Department.
6. Provide updated email and contact information of Board members to LPD staff.
7. Provide updated email and contact information of LPD contacts to appropriate Board members.
8. Review and correct/approve the bi-annual newsletter and website information.
9. Write quarterly President's Letter for the newsletter.
10. Write New Member Welcoming letter and provide to the Treasurer for distribution.
11. Write reminder letters to delinquent members and provide to the Treasurer for distribution. Approve move to the inactive list of members who continue to be delinquent. Write appropriate letter to them and provide to the Treasurer for distribution.
12. Review financial records as provided by the Treasurer. Schedule and preside over the yearly Audit.
13. Provide signature to the bank for check writing.
14. Represent the Alumni Association at all appropriate functions.
15. Communicate with City officials and outside agencies as needed.
16. Chair or designate a chairperson to organize a committee for the Holiday Potluck.
17. Designate a chairperson to organize a committee for the Annual Picnic.

PRESIDENT ELECT

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 1. B. President Elect

ARTICLE VII. SECTION 1. Nominating Committee

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the President Elect include but are not limited to the following in addition to those stated in the Bylaws.

1. Preside over regular membership and Board meetings in the absence of the President.
2. Meet regularly with the President and Chief of Police to facilitate coordination between the Alumni Association and the LPD.
3. Meet regularly with the President for planning and training purposes in preparation for term as President.
4. Attend the President's regular meetings with Board officers and directors to provide consultation and support pertaining to their responsibilities.
5. Attend the yearly audit with the President and Treasurer.
6. Chair the Nominating Committee regarding Board positions for the following year.
7. Maintain and update the Policy Manual regarding the job descriptions of the Board Officers and Directors. Provide appropriate copies to (new) Board members upon succession to the Presidency.
8. Provide leadership at one volunteer event.
9. Distribute monthly meeting reminders, minutes, quarterly newsletters and notifications of events to members without email capability, if needed.
10. Participate on the Holiday Potluck committee.

SECRETARY

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 1. C. Secretary

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the Secretary include but are not limited to the following in addition to those stated in the Bylaws.

1. Record and compile professional minutes of each meeting of the membership and the Board. Provide them in proper format to the President for review and approval.
2. Email reminders of monthly meetings to the membership one week prior to meetings including the agenda, previous minutes and an announcement of the program or training as scheduled by the Director of Programs/Training.
3. Email reminders of quarterly Board meetings to the Officers and Directors one week prior to the meeting, including the agenda and previous minutes.
4. Maintain a permanent record of all approved minutes, newsletters and financial records in the Volunteer Office at the LPD.
5. Maintain the corporate books, records and files of the Alumni Association in the Volunteer Office at the LPD.

TREASURER

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 1. D. Treasurer

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the Treasurer include but are not limited to the following in addition to those stated in the Bylaws.

1. Maintain all financial records regarding the LPCAAA including the K-9 committee.
2. Provide the Financial Report at all regular membership and Board meetings including a beginning balance, receipts, disbursements and ending balance.
3. Provide a copy of all Reports to the Board.
4. Maintain the signature status with the bank and facilitate transfer at termination of Office. Provide the bank with a list of the newly elected President and Treasurer.
5. Collect and deposit membership and private donations, monies from hat/shirt sales and fundraisers.
6. Distribute funds and pay bills. Maintain a balanced checkbook.
7. Prepare the financial records for the annual Audit.
8. Prepare the annual budget.
9. File 990N form to IRS yearly prior to 4/15 to verify non-profit status. Submit K-9 sales tax, if applicable.
10. Maintain the current membership roster and email list. Distribute to appropriate Board members. Update Mail Chimp.
11. Remind members of annual donation/dues requirement.
12. Distribute the New Members letter.
13. Provide to the President a list of delinquent (nonpaid) members for receipt of reminder letters. Distribute reminder letters to delinquent members.
14. Provide to the President the list of continued delinquent members for approval for transfer to inactive status. Distribute letters regarding transfer to inactive status to members who remain delinquent. Transfer the approved list to inactive status.
15. Announce the membership count at meetings.

DIRECTOR OF MEDIA

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 2. B. Director of Media

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the Director of Media include but are not limited to the following in addition to those stated in the Bylaws.

1. Edit and publish the LPCAAA bi-annual newsletter.
2. Send reminder notices to the Chief of Police (Chief's Corner), President (Letter) and other contributors for their contribution to the bi-annual newsletter.
3. Send newsletter proof to the President for approval.
4. Add current newsletter to the website.
5. Provide one printed copy to the Secretary for inclusion in the Alumni Records.
6. Update information on website, as needed.
7. Attend all volunteer events and/or LPCAAA functions to photo-document activities.
Update and maintain the website photos of events and/or functions.
8. Take and provide new member and replacement photos for volunteer badges.

DIRECTOR OF MEMBERSHIP

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 2. C. Director of Membership

ARTICLE VII. SECTION 1. Nominating Committee

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the Director of Membership include but are not limited to the following in addition to those stated in the Bylaws.

1. Function as initial point of contact for all questions/concerns regarding membership in the organization.
2. Present information regarding the Alumni Association to the LPD Citizens' Academy Class.
3. Be responsible for Alumni member applications, shirt and hat sales. Transfer completed application forms to the Treasurer.
4. Coordinate New Member Orientation utilizing appropriate Board members.
5. Cosign the New Member Welcoming Letter, Delinquency Dues Letter and Inactive Status Letter with the President.
6. Contact new members directly via phone or email to welcome them individually and quarterly for the first year.
7. Meet members at the door of the meeting room and assume responsibility for the nametags.
8. Introduce new members at the monthly meeting.
9. Participate on the Nominating committee.
10. Participate on the annual Alumni summer picnic committee.
11. Participate on the December Holiday Potluck committee.

DIRECTOR OF PROGRAMS AND TRAINING

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 2. D. Director of Programs/Training

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the Director of Programs and Training include but are not limited to the following in addition to those stated in the Bylaws.

1. Arrange programs/training for the monthly membership meetings.
2. Utilize the LPD, outside agencies, media resources and the membership for ideas regarding training, programs and related educational opportunities.
3. Coordinate with LPD for AV and microphone ability, if needed.
4. Obtain speaker's biography and program information. Provide/confirm appropriate meeting details (location, date and time, speech length) to the speaker.
5. Email the initial reminder of the monthly meeting including the speaker's topic and information to the membership. Include a brief description of the monthly program on the Alumni website in the event section.
6. Introduce the speakers. Obtain appropriate gift certificates for speakers and send thank you notes.
7. Coordinate traffic/crowd control and other appropriate training with LPD/CSV.
8. Inform the membership of related outside volunteer, educational and training opportunities.

DIRECTOR OF VOLUNTEER SERVICES

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 2. E. Director of Volunteer Services

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the Director of Volunteer Services include but are not limited to the following in addition to those stated in the Bylaws.

1. Coordinate with LPD representative regarding specific events for LPCAAA participation. Determine date, time and number of volunteers requested.
2. Coordinate with LPD Citizen's Academy staff for volunteers.
3. Determine team leaders for major events, if needed, and establish/coordinate responsibilities of individual volunteers.
4. If complexities of the volunteer event warrant, generate a volunteer tracking form utilizing Signup Genius website; Email Signup Genius contact link to the membership prior to the event.
5. Contact the general membership via email or Mail Chimp for interest in scheduled events or impromptu volunteer opportunities.
6. Provide reminders to participants via email or Signup Genius regarding the details and expectations.
7. Provide sign in/out sheet at the event.
8. Provide vests, radios and flashlights as needed and retrieve after the event.
9. Coordinate for delivery of tables, banners and tarps as needed.
10. Maintain volunteer hours and coordinate with LPD regarding departmental hours.
11. Coordinate with LPD regarding recipients of service hour pins, recipients of Board of Directors pins, and other appropriate recognition as necessary for volunteerism.

REGISTERED AGENT

BYLAWS

ARTICLE V. Board of Directors

ARTICLE VI. SECTION 2. F. Registered Agent

JOB DESCRIPTION/RESPONSIBILITIES

Responsibilities of the Registered Agent include but are not limited to the following in addition to those stated in the Bylaws.

1. Coordinate all correspondence with the Secretary of State for Colorado in matters pertaining to the legal non-profit status of the Alumni Association.
2. File the Annual Report with the Secretary of State.