

**BOARD MEMBERS**

1. **Purpose:**  
The purpose of this policy is to identify the duties and responsibilities of the members of the IAWP Board of Directors (BoD) members
2. **Objective:**  
To ensure all members of the Board of Directors (BoD) realize and perform their responsibilities and duties to the IAWP, to the best of their abilities for the good of the Association.
3. **Board Member Make-up**  
The Board of Directors shall consist of Elected Officers and Appointed Members. At times staff will be hired under contracts or appointed with a honorarium to such positions as, but not limited to, Editor, Business Manager and Webmaster. The Constitution and Policies govern honorariums and contracts. Appointed members include but are not limited to, Executive Director and Chairs of standing committees. Duties and responsibilities of appointed members are found in the Constitution and policies.
4. **Duties and Responsibilities of Board member:**  
The duties and responsibilities of Board member are:
  - 4.1 **All Board Members**
    - 4.1.1. Promote the purpose, aims, vision, and objectives of IAWP.
    - 4.1.2. Represent the highest standards of IAWP and project a professional image to the membership and the law enforcement community.
    - 4.1.3. Publicize and work to increase membership.
    - 4.1.4. Maintain active membership with dues current.
    - 4.1.5. Attend all Board and Membership meetings, except for bona fide reasons submitted to the President in advance of meetings.
    - 4.1.6. Submit written reports on activities and financial statements to the Recording Secretary prior to each Board Meeting.
    - 4.1.7. Facilitate requests and concerns of members and others to the appropriate Board members and/or the entire Board.
    - 4.1.8. Each has an equal vote (if applicable) on matters before the Board.

- 4.1.9. May enter into any contract or execute and deliver any instrument in the name of and on behalf of IAWP as authorized by the Board.
- 4.1.10. Shall not enter into any unauthorized personal or private contracts using the IAWP to receive favors, funds, or property.
- 4.1.11. Welcome and assist those who attend conferences.
- 4.1.12. Are elected every three years, except for those positions which are appointed by the President and approved by the majority of the Board.
- 4.1.13. When leaving Office, turn over all records pertaining to that position to the succeeding Board member.
- 4.1.14. May resign at any time by giving 30-days written notice to the President.
- 4.1.15. May be removed from Office as outlined in the IAWP Member Conduct Policy.
- 3.1.16. Shall have such other powers and shall perform such other duties as may be assigned by the Board of Directors.

#### **4.2. President**

- 4.2.1. Preside at all business meetings and meetings of the Board of Directors under the IAWP Standing Order.
- 4.2.2. Schedule two meetings of the Board of Directors, including a meeting held during the Annual Conference.
- 4.2.3. Schedule Annual General Membership (AGM) meetings and special meetings of the members.
- 4.2.4. Provide notice either personally, by mail, or by electronic means, of the time, place and purpose of the all meetings, not less than 30 days in advance, to all members, before such meetings unless waived as provided by the Constitution.
- 4.2.5. Appoint Chairpersons of standing and special committees.
- 4.2.6. Act as a member ex officio of all committees, except the Nominating Committee and the Election Committee.
- 4.2.7. As appropriate and necessary, sign any contracts or agreements and other documents authorized by the Board including checks, conference certificates of attendance and appreciation, correspondence, etc.
- 4.2.8. Respond to written and verbal requests for information or action either personally or by delegation.
- 4.2.9. Exercise general charge and supervision of the affairs of IAWP.
- 4.2.10. Represent IAWP as appropriate.
- 4.2.11. Submit articles to the Editor and the Webmaster.

- 4.2.12. Write regular updates to the Board highlighting recent actions and events of IAWP interest.
- 4.2.13. Bring before the Board proposals regarding the hiring of staff. Board acceptance is required for these contracts.

**4.3. Vice Presidents: First, Second, and Third**

- 4.3.1 At the request of the President, or in the event of the President's absence or disability, the First Vice-President and each succeeding Vice-President shall perform the duties and possess and exercise the powers of the President.
- 4.3.2. Assist the President in the performance of duties, as requested.
- 4.3.3. As assigned by the President, shall chair a standing or special committee.
- 4.3.4. As assigned by the President, a Vice-President will supervise and assist the Regional Coordinators to assure maximum effectiveness in the regions. In so doing, assume overall responsibility for organization and productivity in the Regions.
- 4.3.5. Shall be aware that these positions provide experience and preparation for the position of President and be willing to consider the future possibility of accepting the Presidency if so nominated and elected.
- 4.3.6. As assigned by the President, a Vice-President will liaise with the Affiliates to assure open communication between them and the Board. At a minimum will keep up-to-date records of Affiliates Boards and contact information and monitor submission of Affiliate Board Reports.

**4.4 Recording Secretary**

- 4.4.1 Shall have charge of electronic files, documents, and papers as the Board of Directors may determine.
- 4.4.2 Shall attend and keep detailed minutes of all official meetings of the Association. Minutes must include all matters on which a vote was taken, action items proposed, and all significant matters discussed.
- 4.4.2 Transcribe minutes and send a draft to the President for review within thirty (30) days of the meeting. Once reviewed, send edited draft to the Board for comments and reedit and send to the webmaster for posting on the IAWP web site.
- 4.4.3 Receive correspondence and other materials for IAWP and maintain in orderly files. Respond to correspondence as requested by the President and/or the Board as appropriate.

- 4.4.4 Provide copies of appropriate materials as requested by Members of the Board.
- 4.4.5 Provide minutes to the membership at the annual meetings of the previous annual and board meetings either in writing or as read, unless otherwise waived by a majority of members present.
- 4.4.6 Perform such other duties as may be assigned by the Board.
- 4.4.7 Has the responsibility to assure the Conference Host provides necessary audio and video equipment for all Board of Director's and AGM Meetings.
- 4.4.8 Gather meeting documents, including all board reports, agendas, motions and papers, and the action item document for each meeting. Send them to the Webmaster for posting no less than 14 days prior to meetings, if possible.
- 4.4.9 Submit copies of meeting files to the Historian for archives.
- 4.4.10 Submit notes from regional meetings to the Webmaster for posting on the website, within 30 days of the closing of each Annual Conference.

#### **4.5 Treasurer**

- 4.5.1 Duties of the Treasurer are as defined in The Financial Management Policy

#### **4.6 Sergeant-At-Arms**

- 4.6.1 Maintain order at all Business and Board meetings, according to the IAWP Standing Orders.
- 4.6.2 Verify status of members present for voting at meetings.
- 4.6.3 Assist the President and the Board of Directors as requested and appropriate.
- 4.6.4 Shall serve as Chair of the Membership Committee.
- 4.6.5 Shall request and maintain a list of conference attendees for each Annual Training Conference as provided by the Conference Committee.
- 4.6.6 Shall monitor IAWP fixed assets as directed in the Fixed Asset Management Policy.

#### **4.7. Historian**

- 4.7.1 Maintain archives of IAWP.
- 4.7.2 Compile pertinent material of interest and concern to IAWP.
- 4.7.3 Present materials of interest to membership at meetings and conferences, as requested.
- 4.7.4 Prepare displays of historical value or of interest to members.
- 4.7.5 Assist the President and Board of Directors as requested.

#### **4.8 Chaplain**

- 4.8.1. Provide words of spiritual comfort and encouragement to IAWP members and other law enforcement professionals as requested.
- 4.8.2 Prepare and present non-denominational prayers as requested and appropriate.
- 4.8.3 Send timely letters and/or cards of condolence to IAWP members and other law enforcement professionals, their families and departments over the President's signature. Letters shall be sent within seven days of the request, event, or notice.
- 4.8.4 Assist the President and Board of Directors, as requested.

#### **4.9. Regional Coordinators and Co-coordinators**

- 4.9.1. May call meetings within the Region between annual meetings.
- 4.9.2. Submit a written report to the Board of activities within the Region.
- 4.9.3 Research, compile, and maintain a current list of potential members within the Region.
- 4.9.4. Maintain a current list of active members within the Region.
- 4.9.5 Maintain a current list of Affiliates within the Region with information on their board and election dates.
- 4.9.6 Assist in the dissemination of IAWP literature as requested. .
- 4.9.7 Conduct, attend or support a minimum of one Training Seminar in their Region during the three-year term of office.
- 4.9.8 Notify all Board members, regional members, and Affiliates in the region in advance of seminars to be conducted in the region to enable attendance.
- 4.9.9 Provide Historian with brochures, programs, and other pertinent materials used at Regional Conferences
- 4.9.10 Make all records available for review at meetings of the Board.
- 4.9.11 Maintain a regional blog on the website.
- 4.9.12 Notify regional members of the IAWP Annual conference including location and dates, and continue to encourage attendance on an on-going basis.
- 4.9.13 Conduct a regional meeting during the IAWP Annual conference and provide notes from the meeting to the IAWP Secretary for posting on the website.
- 4.9.14 Pass on to regional members, any and all information pertaining to the IAWP, as necessary.

Adopted Sept 2012

Amended, September 2014