

## AT-LARGE POSITIONS (5) JOB DESCRIPTION

Five (5) At-Large Positions will be elected to the Executive Council, at least three of which must be law enforcement personnel.

### Responsibilities:

- Communicate regularly with the State Director and Special Olympics staff.
- One At-Large Position member shall assist SC Regional Coordinator, as needed, for the LETR Final Leg held prior to Summer Games.
- Assist in reviewing forms to ensure changes if needed.
- Assist the State Director in establishing the annual LETR Budget for proposal to the Executive Council.
- Assist in reviewing financial procedures and protocols.
- Identify, nominate, train and support the volunteer Torch Run coordinator for each county, area or department.
- Work with SOKS staff to identify and cultivate potential LETR sponsors. Conduct presentations with SOKS staff, when needed.
- Assist in developing fundraising strategies to meet the financial goals of the LETR.
- Assist programs at local levels to implement new events.
- Evaluate fundraising projects to ensure that they are productive and worthwhile.
- Assist in organizing, promoting, and facilitating new Torch Run programs in areas where no program currently exists.
- Promote the Kansas Law Enforcement Torch Run with articles in the different law enforcement magazines and at the KLEO Conferences around the state.
- Provide articles to the LETR Torch Runner Newsletter.
- State Director may assign responsibilities at his/her discretion.

### Qualifications:

Individual(s) must have the knowledge, time and resources to serve on the Executive Council in this position; be a solid team player; have experience in proposal presentations; experience in managing, motivating and leading volunteers; must be very organized and detail oriented; must have knowledge of budgets and financial procedures; must have the ability to work within the Council structure and have an excellent rapport with law enforcement agencies and the ability to “make the ask” to businesses & corporations for monetary support.