

2020 Kansas Law Enforcement Torch Run Election



PURPOSE

The Kansas Law Enforcement Torch Run® Executive Council encourages qualified candidates to submit applications to serve on the board. The Executive Council is an important board that provides guidance, resources, and oversight to the overall Law Enforcement Torch Run movement. It is essential that qualified and enthusiastic individuals are involved and provided the opportunity to lead on the Council.

PROCESS

Qualified persons interested in seeking election to the Executive Council shall submit an application, which is made available through www.kansastorchrun.org and via email by request. All applications must be submitted via email to letr@kssso.org and received no later than **5:00 PM, CST, Monday, November 30, 2020**.

Ballots will be distributed and voting will take place during the 4th Quarter Kansas Law Enforcement Torch Run Executive Council meeting on December 7, 2020. A person who receives the largest number of votes cast shall be appointed.

ELECTED POSITIONS OPEN

(3) Three Law Enforcement At-Large Members – Top (3) three people receiving the most votes will serve a (3) three year term in one of the elected Law Enforcement At-Large positions. In case of a tie, the current State Director will cast the deciding vote. The elected member shall have full membership and voting privileges as an Executive Council member. This position is open to any interested Law Enforcement Member who has been an active participant in their local community's program for a minimum of 3 years prior to the year they run for election.

Regional Coordinator Members (North Central, South Central, Southeast, Metro, Central Regions) – There are (5) five open Regional Coordinators, one elected from each Law Enforcement Torch Run region, each of whom must be a Law Enforcement Member. The elected member shall have full membership and voting privileges as an Executive Council member. This position is open to any interested Law Enforcement Member who has been an active participant in their local community's program for a minimum of 3 years prior to the year they run for election.

State Director - A career law enforcement individual who has clearance from their superior; the knowledge, time and resources to coordinate and manage a large special project; a solid team player; experience in handling committees, deadlines, projects and managing and leading other individuals. Only Law Enforcement Members of the Executive Council who have been active in the Torch Run for at least five (5) years are eligible to be elected State Director.

Executive Council Nomination Application

Nominee's Name:

Address:

City, State, Zip:

Phone:

Mobile:

Email:

LE Agency:

Please check the box for the position you are applying:

- Law Enforcement At-Large
- Regional Coordinator (Please specify which region: _____)
- State Director

All candidates please answer each of the questions below to highlight activities, contributions, accomplishments, length of service and volunteerism positions held by your nominee. Please be specific and provide examples as necessary. Include any special skills, training, or experience that directly relates to current LETR initiatives or efforts. Use additional space if needed.

1. Total number of years associated with the Law Enforcement Torch Run®:

2. List your position(s) with the Law Enforcement Torch Run® or Special Olympics and the number of years of service in each position.

3. Describe what you would bring to the Law Enforcement Torch Run® through your representation as a member of the Executive Council.

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.

REGIONAL COORDINATOR JOB DESCRIPTION

A Regional Coordinator is a law enforcement individual who is responsible for the logistical needs of the LETR in his/her respective region.

Responsibilities:

- Communicate regularly with the State Director and Special Olympics staff.
- Work with the Special Olympics staff to maximize media coverage for events in his/her region.
- Provide orientation meetings in his/her region to ensure that all tasks are completed in a timely fashion and to ensure members have a clear understanding of the current LETR policies and procedures.
- Identify, nominate, train and support the volunteer Torch Run coordinator for each county, area or department.
- Provide operational and consulting assistance to the Torch Run programs in their region.
- Have direct and regular contact with the Area Coordinators for the programs in their region.
- Report to the Executive Council on the goals and objectives for each program within their region.
- Report to the Executive Council on concerns, issues, accomplishments, strengths and weaknesses of the programs within their region.
- Assist in organizing, promoting, and facilitating new Torch Run programs in areas where no program currently exists.
- Ensure that forms from the region are submitted to the Special Olympics office by the deadlines.
- Provide the State Director and SOKS staff information and times of Torch Run legs in his/her region prior to the cut-off date for the final media kit release.
- Communicate with the State Director prior to the runs in his/her region to ensure all needs have been met.
- Ensure that all t-shirt orders from Region are placed by established deadline.
- Ensure that all funds from t-shirts sales are turned in by established deadline.
- Ensure that all extra t-shirts are returned by established deadline.

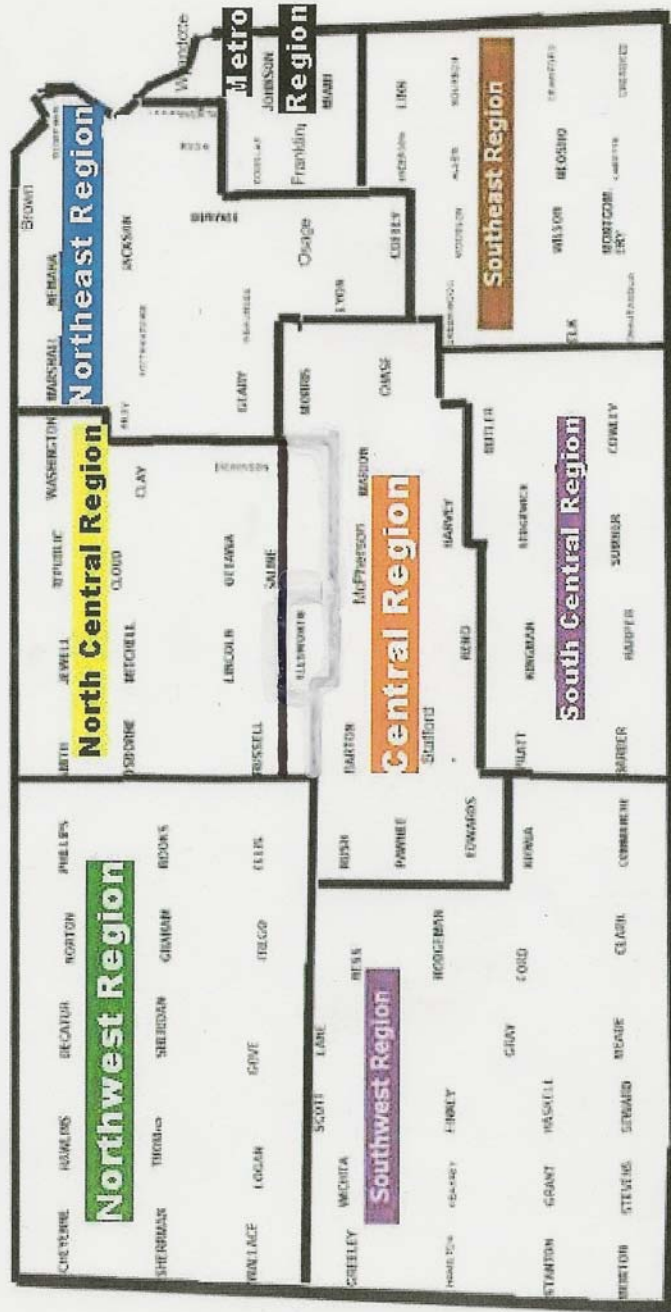
- Work with SOKS staff on distribution of forms in Region.
- Communicate with SOKS staff on assignment changes of Area and/or County Coordinator contacts.
- Provide articles to the LETR Torch Runner Newsletter.

Qualifications:

Regional Coordinators must be very organized, have the ability to coordinate, manage and motivate people. They must have the ability to work within the Council structure and have an excellent rapport with law enforcement agencies within his/her geographic region of the state.



Region Map



STATE DIRECTOR JOB DESCRIPTION

Qualifications:

A career law enforcement individual who has clearance from their superior; the knowledge, time and resources to coordinate and manage a large special project; a solid team player; experience in handling committees, deadlines, projects and managing and leading other individuals. Only Law Enforcement Members of the Executive Council who have been active in the Torch Run for at least five (5) years are eligible to be elected Chair.

Responsibilities:

- Serve as the Chair of the Executive Council, providing strong leadership and direction to the other Council members. Preside at and manage all meetings of the Executive Council.
- Maintain communication with Special Olympics staff.
- Be the spokesperson for the Executive Council.
- Work with Special Olympics development staff in soliciting state sponsorships.
- Work with Special Olympics staff to ensure proper accounting and timely forwarding of reports as needed.
- Work with the Executive Council to formulate the annual goals and objectives for the Torch Run.
- Work with the Executive Council in selecting an annual honorary chairperson and ensuring his/her inclusion in special events, publicity, etc.
- Coordinate and schedule Executive Council meetings and ensure the communication between Council members and others is timely and complete.
- Attend all Kansas LETR conferences, meetings, etc. and if appropriate funds are raised attend the annual International Torch Run Conference.
- Oversee overall planning for Torch Run activities including meeting schedules, Torch Run schedule, ceremonies and special events, and Torch Run calendar of events.

- Select state representative to attend the International Final Leg every two years and the National Final Leg every four years with approval from the Executive Committee. The State Director may seek recommendations and/or advice from local programs. NOTE: State Director should attend once during his/her term.
- Serve on the Elections Committee for the Executive Council.
- Ensure the overall success of the Torch Run through public awareness, proper inter-law enforcement Torch Run training and communication, Torch Run planning, Torch Run goal-setting, Torch Run needs assessment, and enhanced law enforcement volunteer management.
- Provide articles to the LETR Torch Runner Newsletter.
- Appoint committees as needed to further the Law Enforcement Torch Run Program.