

### **Administrative Record Keeper**

The Administrative Record Keeper, if any, shall perform, among other things, the following functions:

- (1) Maintain such books, minutes, documents and papers as the Board shall determine.
- (2) Attend and keep detailed minutes of all meetings of the Board and Members.
- (3) Transcribe minutes and send copies to all members of the Board and to the editor of the Corporation's official publication within thirty days after the meeting.
- (5) Receive correspondence and other materials for the Corporation and maintain them in orderly files. Respond to correspondence as requested by the President and/or Board.
- (6) Assure that the records and files are available at meetings as may be needed or requested for reference. Advise the President and Board as requested during meetings
- (7) Present minutes for approval at Members and Board meetings either in writing or as read, unless otherwise waived by a majority of the Members or of the Board, as the case may be.

### **Media Relations**

The Media Relations, or the person performing the function, shall perform, among other things, the following functions:

- (1) Prepare and manage the publishing and dissemination of the official publication of the Corporation.
  - (a) Edit items submitted for publication.
  - (b) Facilitate marketing and advertising for the newsletter.
  - (c) Reach out to various sources for articles and submissions to the newsletter.
  - (d) Communicate with the membership chair to obtain current membership list and forward any changes as received.
- (2) Promote the Corporation and its advancement by regularly supplying written articles for publication in law enforcement journals, magazines, etc. Promote Corporation through social media outlets.
- (3) Represent the Corporation and its objects to any media requesting such information.
- (4) Assist the President and the Board as required.
- (5) Act as the liaison between the Corporation and the Website Master.
- (6) Develop and promote the Corporation through active engagement in all social media outlets.
- (7) President has option to assign social media engagement to additional Board of Directors and/or Board of Trustee members to assist.

### **Professional Development Director(s)**

The Professional Development Director(s), or the person(s) performing that function, shall perform, among other things, the following functions:

- (1) Coordinate efforts in partnership with the Professional Development Committee for the advancement and development of members of the Board and/or the membership through a program of selected speakers, instructors, activities and events.
- (2) Provide the Board with a current list of speakers, listing their expertise prior to any training session.
- (3) Maintain a list of potential speakers and instructors including those provided by the Board and or the Professional Development committee.
- (4) Consult with the Board and get Board approval prior to the final decision regarding speakers/instructors for a training session.
- (5) Ensure attendees complete a speaker/event evaluation form for each training session/event and provide the Board with a summary of the survey at the monthly meeting following the event.

### **Indigenous Representative**

The Indigenous Representative or the person(s) performing the function of the Indigenous Representative shall perform, among other things, the following functions:

- (1) Shall be a serving member or retired member of a First Nations Police Service in the Province of Ontario
- (2) Promote the Corporation and its mission to First Nations Police Services and Indigenous-identifying women in Law Enforcement including but not limited to providing outreach and presentation about the Corporation.
- (3) Be the liaison between the members from First Nations Police Services, Indigenous Law Enforcement organizations, Indigenous-identifying women in Law Enforcement and the Corporation.
- (4) Communicate special events, promotions and issues related to First Nations Police Services and Indigenous-identifying women in Law Enforcement to members to the Board.
- (5) Assist the President and the Board as required.