



MINNESOTA CHIEFS OF POLICE ASSOCIATION

DEDICATED TO THE IDEALS OF PROFESSIONAL POLICING

PHILOSOPHY, ROLES AND RESPONSIBILITIES OF THE ASSOCIATION BOARD OF DIRECTORS

The qualified leader.

Minnesota Chiefs of Police Association (MCPA) board members hail from small, mid-sized and large cities in Minnesota. They are chief law enforcement officers who are committed to expanding their portfolio of leadership positions and collaborative abilities. The board members are looking to ensure their opinions are heard; they welcome the wisdom of their peers; they are prepared to work. Many bring community, regional or state-level public safety experience to the board.

Board members commit several years of service, developing partnerships and relationships with those they otherwise might never have met. They are building upon a long-standing vision based on 50 years of statewide tradition – to become the voice of professional law enforcement in Minnesota.

The best ambassador.

Each year in April, the MCPA board through its election of several new officers turns the page to the next chapter of association services and priorities for its 500 member chiefs and associates. Each new and returning board member, regardless of their position, becomes part of an impressive group of 15 individuals from around the state who come to the proverbial table to give a face and personality to the operations of the MCPA.

Each board member is asked to:

- Act on the *mission* of bringing the highest quality of police services to the people of Minnesota;
- Inspire the *vision* – to become the voice of professional law enforcement in Minnesota -- by speaking on behalf of the association; and
- Instill *core values* as they plan programs and services. MCPA core values include:

Accountability
Commitment
Dedication
Honesty

Innovation
Integrity
Mentorship
Professionalism

Responsibility
Teamwork

The relationship builder.

Law enforcement agencies are successful in their communities largely because of a foundation of professional connections that their leader constantly strives to build. Likewise, the Minnesota Chiefs of Police Association can be more successful when it sets expectations for its board members to:

- Seek advice of and mentor their peers;
- Take inventory of existing connections by virtue of law enforcement experience;
- Reach out to regional, state and federal partners;
- Chair MCPA committees or programs; and
- Represent the MCPA on external advisory boards, task forces and work groups.

The informed challenger, negotiator and problem solver.

The greatest challenge for the association in its mission of delivering the highest quality police services to Minnesota is to decide what priorities are important from one year to the next. As a group, the board will:

- Analyze situations and issues (many are legislative),
- Prioritize needs for change or resolution;
- Articulate messages and identify audiences;
- Solicit law enforcement partnering agencies, when needed, to bring resolution and
- Communicate resolution to audiences.

The honored profession.

When an MCPA board member is chosen by their peers, the new member respects and maintains the honor of that board position. The board member walks in a well-worn, yet sturdy path of tradition and professionalism that stands up to the best of what other state associations in the country are offering to their member chief law enforcement executives. Board members will find greater fulfillment by striving to:

- Support families of injured or fallen officers;
- Support retiring members
- Recognize association volunteers throughout the year;
- Lead enthusiastic effort in award recognition; and
- Engender honor, professionalism, integrity and other core values in all events sponsored by the association.

**THE ACTIVE BOARD MEMBER PARTICIPANT:
RESPONSIBILITIES COMMON TO ALL BOARD MEMBERS**

The following key board member responsibilities are common to all board members. Specific responsibilities for individual officer positions are found later in this document. The COMMON and INDIVIDUAL lists below present an overview of responsibilities as. Further technicalities, rules and procedures and protocol are found in the association “Bylaws,” which are posted at the **Members Only** web page.

- A. **Planning.** Propose innovated programs, ideas, strategies for board consideration that fit the mission, vision, goals, committee objectives and budget. Board members are responsible for monitoring and evaluating programs and services, with assistance from the executive director.

- B. **Bylaws.** Be familiar with articles and amendments in the bylaws as posted on the website.

- C. **Attendance.** Average one meeting per month, usually located at 1951 Woodlane Drive, Woodbury, MN. The annual Executive Training Institute (ETI) conference convenes one board meeting at the conference location.

- D. **Agenda.** Propose new agenda items either to the executive director or the president. Hear proposed items from regular members.

- E. **Committee assignments.** Committees specific to services, programs and operations of the MCPA. Meeting frequency ranges from monthly, quarterly to semi-annually.

- F. **External Advisory Board, Task Force assignments.** Governing entities external to the association may require representation of an MCPA member (usually from the Board of Directors) by statute or state government executive authority, ie. – POST Board. (See List of External Advisory Boards, Task Forces, Committee Requesting Minnesota Chiefs of Police Association Board of Directors Representation.)

- G. **Updates and Board Member Reports.** Board members may send written reports to the executive director 10 days prior to the next meeting date for inclusion in the electronic board packet and/or the *Communication Notes* e-newsletter.

Each board member may be responsible for one or more MCPA committee reports (as the chair of that committee) or a report from a meeting from an external organization or program that has requested representation from the MCPA. (See List of External Advisory Boards, Task Forces, Committee Requesting Minnesota Chiefs of Police Association Board of Directors Representation.)

If no report is given – either 1) in written form for the consent agenda; or 2) in verbal form during the board meeting as an item pulled from the consent agenda – then the minutes will reflect that no report was given.

- H. **Research and other ad hoc assignments.** Between monthly meetings, board members may be asked to seek out resources or references, or write correspondence on behalf of the association.
- I. **Other duties or requirements.** Each board member is asked to attend (and assume expenses for*) a number of types of events outside of board meetings:
1. ETI and Annual Awards Banquet attendance: Assist with raffle drawing; follow award-giving procedure and protocol, presenter placement
 2. Police Chiefs' Gala (4th Thursday in February) – or if unable to attend, pay equivalent profit margin of ticket.
 3. Possible police chief's retirement party (recognition) – typically covered by executive director, president or nearest board member in proximity to event.
 4. Possible essay contest award distribution or scholarship distribution

* Some conference expenses for the President are covered by the association.

INDIVIDUAL BOARD MEMBER ROLES AND RESPONSIBILITIES

President

Committee Membership: Executive

1. Term = 1 year, filled by automatic succession. The President begins succession with the Third Vice-President position, and ends with the Immediate Past-President position (total five years).
2. “Presiding officer” of board meetings. Robert’s Rules implemented.
3. Conducts Executive Board meeting, just prior to the Board of Directors meeting. Items of discussion require executive board discussion, but do not need discussion or action by the full board. Informal format; no Robert’s Rules.
4. Appoints committees, subject to Board approval.
5. Defines duties of committees.
6. Ensures that committee work is performed in a timely manner; acts as a conduit from committees to the board.
7. Attends International Association of Chiefs of Police (IACP) Convention, with expenses covered by the MCPA.
8. Addresses visitors to the Annual Police Chiefs’ Gala; coordinates script with Gala Committee chair and executive director.
9. Executive Training Institute (ETI) of the MCPA:
10. Welcomes membership at the General Assembly on Day 1.
 - a. Presides over the Annual Business Meeting of the MCPA – along with the executive director -- at the ETI Annual Conference.
 - b. Hosts “President’s Reception” during the vendor Expo
 - c. Attends the “script” of the Annual Awards Banquet, in collaboration with the executive director.
11. Delivers a closing speech at the Annual Awards Banquet to the membership.
12. Next president that week delivers farewell speech at final assembly.
13. Writes a column in each quarterly magazine, MINNESOTA POLICE CHIEF, during office.
14. Assumes the executive director role, in the executive director's absence from the association.
15. Hosts a board meeting shortly after taking office, sometime by August of the current term. This is a suggested tradition; not a requirement.

FROM THE MINNESOTA CHIEFS OF POLICE ASSOCIATION BYLAWS:

Section 1. President.

- (a) The President shall preside over all meetings of the Board of Directors.
- (b) The President shall preside at all meetings of this Association and shall appoint pro tem officers in case of absentees.
- (c) The President shall appoint all standing and special committees, subject to Board approval, and shall define the duties of such committees in conformance with these bylaws.
- (d) In the absence of the Executive Director, the President shall assume management of the Association Office.
- (e) The President shall also have such other duties as may be required, from time to time, by the Board.

First Vice-President

Committee Membership: Executive

Committee Guidance (advises committee chairs, but typically is not the chair):

Education and Training

ETI

Regional Representatives – includes Retiree Committee and Mentorship Committee

1. Term = 1 year, filled by automatic succession.
2. The Vice Presidents, in the order of their succession, perform the duties of the President in case of absence or disability.
3. Attend Vice-President's meeting just prior to the Board of Directors' meeting.
4. Ensures that committee work is performed in a timely manner; acts as a conduit from committees to the board.
5. Accept new office at the Awards Banquet of ETI; deliver speech.

FROM THE MINNESOTA CHIEFS OF POLICE ASSOCIATION BYLAWS:

Section 2. Vice Presidents.

- (a) The Vice Presidents, in the order of their station, shall perform all the duties of the President in case of absence or disability, and shall succeed to said office in case of the President's termination by reason of resignation or disqualification.
- (b) The Vice Presidents shall have such additional duties as shall be determined by the Board of Directors and/or the President.

Second Vice-President

Committee Membership: Executive

Committee Guidance (advises committee chairs, but typically is not the chair):

Legislative
Nominating
POST Board
Rules

1. Term = 1 year, filled by automatic succession.
2. The Vice Presidents, in the order of their succession, perform the duties of the President in case of absence or disability.
3. Ensures that committee work is performed in a timely manner; acts as a conduit from committees to the board.

Third Vice-President

Committee Membership: Executive

Committee Guidance (advises committee chairs, but typically is not the chair):

Finance
Building
Publications/Magazine
Miscellaneous Board-established committees:

1. Term = 1 year, filled by automatic succession (total five years).
2. Elected at the ETI Annual Business Meeting.
3. The Vice Presidents, in the order of their succession, perform the duties of the President in case of absence or disability.
4. Ensures that committee work is performed in a timely manner; acts as a conduit from committees to the board.

Secretary

Committee Membership: Executive

1. Term = 3 years.
2. Document meeting attendance and motions of approval.
3. Recommend approval of minutes at meetings.

4. Review minutes prior to meetings.
5. Bylaws changes – see Secretary’s responsibilities to oversee bylaws notification, voting upon, and incorporation of changes.

FROM THE MINNESOTA CHIEFS OF POLICE ASSOCIATION BYLAWS:

Section 3. Secretary.

- (a) The Secretary shall record and keep on file the minutes of all proceedings of the Association, along with all necessary documents.
 - (a) The Secretary shall preserve all books and papers belonging to the Association.
- (c) The Secretary shall consult with the Executive Director to insure that membership lists are current and that all notices required by law or these bylaws are properly served.
- (d) The Secretary shall perform such additional duties as shall be determined by the Board and/or the President.

Treasurer

Committee Membership: Executive

1. Term = 3 years.
2. Maintain record of financial condition of the association.
3. Report monthly Treasurer’s report at Board of Director’s meetings. (See Bylaws for Treasurer’s responsibilities regarding monthly new members, investments, annual budget and annual audit.)
4. Signs checks/bills to be paid, twice per month, and recommends approval at Board of Director’s meetings

FROM THE MINNESOTA CHIEFS OF POLICE ASSOCIATION BYLAWS:

Section 4. Treasurer.

- (a) The Treasurer shall maintain a complete record of the financial condition of the Association and shall file a monthly report of that record with the Board.
- (b) The Treasurer shall collect all dues and shall include such information in the monthly report.
- (c) The Treasurer shall disburse monies for incidental expenses related to the duties of the office, and shall report all such expenses in the monthly report.
- (d) The Treasurer shall place all unexpended monies in a fund in the name of the

Association.

- (e) The Treasurer shall consult with the Executive Director to insure that a full set of financial accounts, showing the detail of the business of the Association, are maintained.
- (f) The Treasurer, in consultation with the Executive Director, shall prepare for the Board a preliminary budget for the ensuing year.
- (g) The Treasurer shall perform such additional duties as shall be determined by the Board and/or the President.

Sergeant-At-Arms

Committee Membership: Executive

Term = 1 year.

FROM THE MINNESOTA CHIEFS OF POLICE ASSOCIATION BYLAWS:

Section 5. Sergeant-At-Arms.

- (a) The Sergeant-At-Arms shall insure that all meetings of the Association are orderly and that no unauthorized persons are allowed to remain.
- (b) The Sergeant-At-Arms shall perform such additional duties as shall be determined by the Board of Directors and/or the President.

Director

Term = 3 years, staggered to incorporate at least two new directors at the annual election.

FROM THE MINNESOTA CHIEFS OF POLICE ASSOCIATION BYLAWS:

ARTICLE XII - POWERS OF DIRECTORS

Section 1. General Powers of Directors. The Board of Directors shall manage the business of the Association, subject to restrictions imposed by law, by the Articles of Incorporation, or these bylaws, and may exercise all legal powers of the Association.

Section 2. Specific powers of Directors. In addition to their general powers, the directors shall have the following powers:

- (a) Those specific powers granted by the Articles of Incorporation or these bylaws.
- (b) To appoint, remove, or suspend all agents and employees of the Association; prescribe their duties; fix their compensation and, if desired, require from them security; to delegate the powers and duties of any officer upon any other person on a temporary basis.

- (c) To authorize payment for any property purchased by the Association.
- (d) To borrow money and issue notes, bonds and other negotiable instruments, mortgages, deeds of trust or trust agreements.
- (e) To designate the time and place of its meetings or to authorize the President to do so.
- (f) To select and designate a bank or trust company as official depository of the funds of the Association and to prescribe the manner in which such deposits shall be made and/or withdrawn.
- (g) To accept gifts, donations, contributions or legacies on behalf of the Association.
- (h) To enter into contracts on behalf of the Association and to designate persons authorized to execute the contract.

Section 3. Surety Bond. A Surety Bond for not less than \$200,000 shall be obtained at the expense of the Association for any and all officers authorized to conduct financial transactions, including the Executive Director.

Immediate Past-President

Committee Membership:

Executive

Nominating Committee Chair

Term = 1 year

Chaplain

1. Term = indefinite (non-voting, ex-officio)
2. Remains first contact for assistance with spiritual care and support services for members.
3. Provides external resource contacts as needed, to be planned and made available on the website.
4. Provide the invocation at member meetings, including Board of Directors' meetings
5. Represents the association at ceremonial events as directed by the association.
6. Conducts invocation at member meetings.
7. Plans and conducts Prayer Breakfast at the annual Executive Training Institute.
8. Provides training as requested at executive leadership sessions, such as the CLEO and Command Academy and the Executive Training Institute.