

Responsibilities of Law Enforcement Torch Run Council Members

- Serve as the LETR contact in their department/agency
- Carry out the purpose of the LETR for Special Olympics by fostering a spirit of cooperation between the Special Olympics Arkansas (SOAR) staff and local law enforcement with the focus of raising funds and awareness for SOAR
- Follow policies and procedures set forth by the Special Olympics Inc. General Rules, the Special Olympics Arkansas Operating Policies and the International Law Enforcement Torch Run Council
- Actively volunteer at and attend SOAR state and local events
- Act as ambassadors for the Torch Run by encouraging others in the law enforcement and corrections community to become involved in or increase their commitment to the Torch Run
- Continually seek a formal affiliation between LETR and any law enforcement or corrections organizations in Arkansas
- Set goals and objectives for the Torch Run to be reviewed on a regular basis
- Work in conjunction with SOAR staff to draft best practices of the LETR
- Attend at least three quarterly council meetings in a calendar year, meet deadlines and return messages in a timely manner
- Display ownership for the LETR with responsibility and commitment

Membership

Any member of a law enforcement or corrections agency—active or retired, sworn or non-sworn—may be a member of the LETR for SOAR Executive Council. The term of service is two years with a two term limit. Membership is voluntary and members may serve as long as they are qualified to do so.

LETR for SOAR Executive Council members are volunteers and are appointed by the LETR for SOAR Director/Co-Director. The Director/Co-Director is responsible for seeing that there is a cross section of agencies represented on the council, including but not limited to police departments, sheriffs' offices and all state law enforcement agencies. Geographical diversification should also be monitored and strived for in the membership.

The LETR for SOAR Executive Council should be comprised of at least eight (8) members but not more than fifteen (15). The following positions should be filled by members who meet the aforementioned criteria.

State Director/Co-Director

A law enforcement or corrections officer, active or retired, with at least five years involvement with LETR is eligible. Upon announcement of resignation by the existing State Director, a new director will be appointed. The director's position shall be selected from the pool of fellow Council members with input from the retiring director (if in good standing), the SOAR CEO, and the Director of Development for LETR for SOAR. In the event that no other members of the Council wish to move into the vacant State Director/Co-Director position, an interim director can be named until such time a suitable person is identified.

LETR Executive Committee

Law enforcement or corrections officers with at least three years involvement in the LETR are eligible for election. The Executive Committee will consist of no more than seven (7) members to include a President (or in the case of Co-Directors, both will be referred to as Co-Directors rather than President), Vice-President, Secretary, Treasurer, At-large Representative, and Past Director. Past directors shall be designated as Directors Emeritus and may attend all Executive Committee functions but will not have voting privileges.

LETR Regional Coordinators

Law enforcement or corrections officers with at least two years involvement in the LETR are eligible for election. A regional coordinator acts as a point of contact with the torch run coordinators in their partner agencies throughout the state to promote and support the goals of the LETR and serve as recruiters for new agencies in their areas of influence.

The areas of influence where regional coordinators will be appointed are:

Northwest Arkansas
Northeast Arkansas
Southwest Arkansas
Southeast Arkansas
Central Arkansas (2)

LETR Athlete Advocacy Coordinator

Special Olympics Athlete with at least one year involvement in the LETR and at least two years involvement with Special Olympics Arkansas. An athlete advocacy coordinator acts as a point of contact with the torch run coordinators and athletes throughout the state to promote and support the goals of LETR and SOAR. They serve as representation for all athletes and help increase athlete involvement at LETR events. An athlete advocacy coordinator is appointed by the Torch Run State Director/Co-Director and Executive Committee Members.

Special Olympics Arkansas Staff

As determined by the SOAR CEO, SOAR staff serves as liaisons and are members of the council to assist in carrying out the purpose of the Law Enforcement Torch Run. A staff member from SOAR will act as a non-voting member. Many members of the SOAR staff may work with the council on specific projects in their area of expertise; however, the staff members that serve as the main points of contact for the LETR are:

- Special Olympics Arkansas CEO
- Director of Development for Law Enforcement Torch Run
- Director of Marketing and Corporate Relations for Special Olympics Arkansas

Council Meetings

The LETR Council shall meet quarterly at a time, date and location determined by the Torch Run State Director/Co-Directors. While attendance in person is highly preferred and strongly encouraged, attendance by phone is acceptable if members are unable to travel due to other commitments. All Executive Council members are required to attend the LETR State Kickoff Conference. Additional meetings, beyond the scheduled quarterly meetings, may be held if the need arises.

Elected Terms

Executive Council members shall be elected at the Law Enforcement Torch Run Kickoff Conference. Respective two-year terms will begin immediately following their election. Each such Executive Committee member elected to fill a vacancy shall serve until the expiration of a two-year term and until a successor has been elected.

*A member may succeed himself/herself in office.

There shall be a two-term limit. However, after not serving a term a member may be re-elected.

Council Position Duties and Responsibilities

Torch Run State Director/Co-Directors

- Preside and manage all meetings of the Council
- Represents the Council at Torch Run events
- Is the spokesperson for the Council and communicates with the International Law Enforcement Torch Run Council and the SOAR CEO
- Identifies Executive Committee appointments which then must meet a Council majority vote
- Establish sub-committees, as necessary, to further the purpose of LETR
- Proposes annual Council goals and objectives
- Establishes an agenda for each meeting and conference call of the Council
- Sets the date, time and location for the Council meetings and/or conference calls in collaboration with Executive Council members and SOAR Torch Run staff
- Actively recruits and mentors potential council members and future Torch Run volunteers
- Actively participates in or supports the Final Leg and Summer Games Opening Ceremony
- Work with SOAR Staff to generate and disseminate communication pieces such as newsletters, Torch Run Manuals, etc.
- Work and take an active role with SOAR staff to plan and host Torch Run Kickoff Conferences

Executive Committee

- Works with and provides assistance to the Torch Run State Director/Co-Director in connection with the Council business and operations
- Assumes the duties and responsibilities of the Torch Run State Director/Co-Director in their absence
- Actively recruits and mentors potential council members and future Torch Run volunteers
- Serve as liaison to regional coordinators in an area as assigned by the Torch Run State Director/Co-Directors.
- Works with SOAR staff to maximize media coverage and involvement in the Torch Run in his/her region
- Work and take an active role with SOAR staff to plan and host Torch Run Kickoff Conferences
- Actively participates in or supports the Final Leg and Summer Games Opening Ceremony
- Other duties as assigned by the Torch Run State Director/Co-Directors and specific position requirements

Regional Coordinator

- Communicates regularly with Torch Run State Director/Co-Director and Executive Committee members
- Establishes quarterly meetings with regional coordinators
- Maintains contact with regional coordinators, provides two-way exchange of information
- Supports the mission of the LETR program
- Works closely with leg leaders in their area to coordinate routes and the Final Leg
- Actively recruits and mentors potential Torch Run volunteers and department coordinators within their region
- Helps to increase number of events in region (i.e. t-shirt sales, final leg participants, tip-a-cop events, cops-on-top events, etc.) led by department coordinators
- Works with SOAR staff to maximize media coverage and involvement in the Torch Run in his/her region
- Actively participates in or supports the Final Leg and Summer Games Opening Ceremony
- Other duties assigned by the Torch Run State Director/Co-Director and Executive Committee members

SOAR Staff

- Serve as liaison between LETR and Special Olympics Arkansas
- Track and disseminate information to the council concerning the state of LETR
- Provide the Council with ideas and information designed to enhance the efforts of LETR in meeting fundraising and recruitment goals
- Provide resources to complement existing skills and abilities of LETR to achieve the stated purpose
- Provide the Torch Run State Director/Co-Directors and SOAR CEO with regular reports of LETR activities

Vacancies

In the event of the resignation of an Executive Committee or Council member, vacancies can be filled by the Torch Run State Director. The appointment must be approved by a majority vote of the Council. Upon appointment, the Torch Run State Director/Co-Directors or an appointee thereof is responsible for conducting an orientation prior to the next full meeting of the Council.

Removal of Members

Any council member may be removed from his/her position by the Torch Run State Director/Co-Directors. A member may be removed if he/she is no longer actively involved in LETR, fails to abide by the SOI General Rules, SOAR Operating Policies, and the LETR Executive Council Operating Guidelines or performs actions deemed detrimental to Special Olympics or the Law Enforcement Torch Run.

Quorum

A quorum shall consist of seven Executive Council members present at a meeting. The meetings shall proceed according to Roberts Rules of Order.

Political Activity Restriction

LETR for SOAR shall not publicly endorse or participate in the campaign of any candidate for public office or express a position on political issues.

Discrimination Prohibited

In administering its affairs, LETR for SOAR shall not discriminate against any person on the basis of race, creed, color, national or ethnic origin, gender, age, sexual orientation or disability.

Amendments

The Operating Guidelines of the Executive Council may be amended by a vote of the Executive Committee at any regular or special meeting, provided however that no amendment shall be made unless a copy of the proposed amendment was mailed or emailed to every member of the Executive Committee at least 30 days prior to the meeting at which the amendment is to be put to vote.