



OPENING FOR EXECUTIVE DIRECTOR

**SOUTHEASTERN MINNESOTA
POLICE & PEACE OFFICERS ASSOCIATION**

Southeastern Minnesota Police and Peace Officers Association Members:

If you have not heard it yet our Executive Director Gary Schroeder has announced that he is stepping down from his position. We will all greatly miss Gary and the work that he has put in to make our organization better. We wish Gary all the best and thank him for everything he has done for us.

Because of this, we are searching for a replacement for Gary. If you or anyone that you know has an interest in taking on this endeavor please contact me or any of the Board Members.

The Executive Director keeps the records for the Association and also keeps the financial records.

Executive Director/Secretary-Treasurer duties per SEMPPOA By-laws:

- Shall keep a complete roll of all members and their address.
- Prepare and deliver membership cards. Fax, E-mail and US Mail, Southeastern announcements of recreational activities and notices of training/meetings.
- He/she shall conduct all general correspondence and otherwise assist the Board in other secretarial matters as necessary.
- He/she records all business meeting minutes, and publishes them within 14 days of such meeting.
- He/she shall collect and record the receipt of fees, dues and other Moines that may come into the SEMPPOA.
- He/she shall make disbursements of funds and sign all check upon the order of the President.
- He/she shall deposit all funds received in the name of SEMPPOA and keep a true electronic account of all deposits and disbursements made.
- He/she shall so keep the Board of Directors advised of all transactions.
- Prepare a full printed financial report and have available for the January annual meeting.
- At the expiration of his/her appointment, he/she shall deliver to his/her successor all accounting books, membership records, funds and other property of SEMPPOA, which he/she has in their possession and control.
- The Executive Director shall receive a salary of \$500 per year (payable quarterly) and/or mileage reimbursement to and from any meeting/training or event.

Thank you,

Wayne Hoffman, President
Southeastern Minnesota Police & Peace Officers Association
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