



Connellsville Police Auxiliary

Board of Directors

President Role Description

Overview:

The President shall be the chief officer of the organization and preside over the Board of Directors. The President serves as the principal leader of the organization, ensuring that the affairs of the nonprofit are conducted in accordance with its mission, bylaws, and policies.

Duties and Responsibilities:

- **Presiding Officer:** The President shall preside at all meetings of the Board of Directors and at all general meetings of the organization. The President shall ensure that meetings are conducted in accordance with, if established within the bylaws, Robert's Rules of Order (latest edition), the bylaws, and adopted policies of the organization.
- **Board Leadership:** Provide general supervision and direction over the activities of the organization as authorized by the Board. Ensure that board decisions are executed and organizational objectives are advanced.
- **Delegation and Oversight:** Assign duties to officers, committees, or members as appropriate, and oversee the performance of such duties. The President remains accountable for ensuring that all officers and committees carry out their responsibilities effectively.
- **Representation Assistance:** Act as the assistant representative of the Auxiliary Police Chief within the organization in matters of public interest, relations with community partners, and interactions with governmental or law enforcement agencies, unless such authority is delegated otherwise by the Board or Auxiliary Police Chief.
- **Fiduciary Responsibility:** Fulfill the fiduciary duties of care, loyalty, and obedience, ensuring that the organization operates in compliance with applicable laws, its bylaws, and its stated mission. This includes preparing for meetings, making informed decisions, avoiding conflicts of interest, and acting in the best interests of the organization and its mission.
- **Collaboration:** Work closely with the Vice President, Secretary, Treasurer, Trustees, and other chairpersons to maintain an effective and transparent governance structure. Maintain open communication with all officers and board members.

- Voting Rights: The President is recognized as an eligible voting board member, entitled to participate fully in all votes before the Board, subject to quorum and abstention rules under Robert's Rules of Order and these Bylaws.

Election and Term:

- There shall be one (1) President position on the Board.
- The President shall be elected by a majority vote during the scheduled election meeting.
- The President shall serve a term of one (1) year.
- The term of President may be terminated by a majority vote of the membership if it is determined that the individual is willfully not upholding the duties and responsibilities of their elected role.

Reporting:

- Report to the Board on the activities and condition of the organization and make recommendations for the Board's consideration and action.

Expectations:

- The President shall attend all meetings of the Board and make a reasonable effort to attend all meetings of the organization, prepare agendas in collaboration with the Secretary and other officers, and maintain orderly proceedings.
- The President is expected to provide leadership that fosters unity, effective governance, and positive representation of the organization in the community.

Limitations:

- The President shall not exercise unilateral authority beyond that granted by the bylaws or the Board of Directors.
- The President does not have independent financial authority, which remains subject to the approval of the Board and the duties of the Treasurer.





Connellsville Police Auxiliary

Board of Directors

Vice President Role Description

Overview:

The Vice President shall serve as an officer of the organization and an eligible voting member of the Board of Directors. The Vice President provides support to the the President in the execution of duties and providing leadership in the President's absence.

Duties and Responsibilities:

- **Presidential Support:** Assist the President in carrying out the policies, programs, and decisions of the Board. The Vice President shall perform such duties as may be delegated by the President or prescribed by the Board.
- **Presidential Succession:** In the absence, disability, or resignation of the President, the Vice President shall assume the duties and authority of the President until such time as the President resumes office or a successor is duly elected.
- **Governance Participation:** Attend all meetings of the Board of Directors and participate in deliberations with full voting rights, in the same manner as all other board members.
- **Fiduciary Responsibility:** Uphold the fiduciary duties of care, loyalty, and obedience in overseeing the affairs of the organization. This includes preparing for meetings, making informed decisions, avoiding conflicts of interest, and acting in the best interests of the organization and its mission.
- **Committee Leadership (if applicable):** The Vice President may chair or serve on committees as assigned by the Board or President, ensuring alignment with organizational goals.
- **Representation:** When requested, represent the organization to external partners, community stakeholders, or governmental agencies in coordination with the President.
- **Voting Rights:** The Vice President is recognized as an eligible voting board member, entitled to participate fully in all votes before the Board, subject to quorum and abstention rules under Robert's Rules of Order and these Bylaws.

Election and Term:

- There shall be one (1) Vice President position on the Board.
- The Vice President shall be elected by a majority vote during the scheduled election meeting.
- The Vice President shall serve a term of one (1) year.
- The term of Vice President may be terminated by a majority vote of the membership if it is determined that the individual is willfully not upholding the duties and responsibilities of their elected role.

Expectations:

- The President shall attend all meetings of the Board and make a reasonable effort to attend all meetings of the organization, engage actively in organizational planning and oversight, and maintain open communication with the President and fellow officers.
- The Vice President must remain prepared to assume leadership responsibilities at any time should the President be unavailable.

Limitations:

- The Vice President shall not exercise independent authority beyond that expressly delegated by the President or the Board.
- The Vice President does not hold additional financial or secretarial duties, which remain with the Treasurer and Secretary, respectively.





Connellsville Police Auxiliary

Board of Directors

Secretary Role Description

Overview:

The Secretary shall be an officer of the organization and an eligible voting member of the Board of Directors. The Secretary is the custodian of the official records of the organization and is responsible for ensuring the accuracy, integrity, and proper maintenance of all organizational documents.

Duties and Responsibilities:

- Recordkeeping: Record, keep, and maintain the official minutes of all meetings of the Board of Directors and of the organization. Minutes shall record all motions, votes, decisions, and essential discussions in accordance with the standards set forth by Robert's Rules of Order and in accordance to the bylaws.
- Notice of Meetings: Ensure that proper notice of all meetings is given in accordance with the bylaws and applicable law and distribute requested agendas and supporting materials to Board members in a timely manner.
- Custodian of Records: Maintain custody of the bylaws, policies, rosters, attendance records, and all other official records of the organization. Ensure that such records are accessible to Board members as required in accordance with the organization's bylaws.
- Correspondence: Conduct or oversee the official correspondence of the organization as directed by the President or Board. Ensure that communications are properly recorded and archived.
- Certification: When required, attest to the authenticity of organizational documents, including Board resolutions, Bylaws, and amendments.
- Fiduciary Responsibility: Fulfill the fiduciary duties of care, loyalty, and obedience in maintaining accurate and truthful records and ensuring the Board acts in compliance with its governing documents.
- Voting Rights: The Secretary is recognized as an eligible voting board member, entitled to participate fully in all votes before the Board, subject to quorum and abstention rules under Robert's Rules of Order and these Bylaws.

Election and Term:

- There shall be one (1) Secretary position on the Board.
- The Secretary shall be elected by a majority vote during the scheduled election meeting.
- The Secretary shall serve a term of one (1) year.
- The term of Secretary may be terminated by a majority vote of the membership if it is determined that the individual is willfully not upholding the duties and responsibilities of their elected role.

Expectations:

- The Secretary shall attend all Board meetings and make a reasonable effort to attend all organizational meetings, take accurate notes, and promptly prepare minutes for review and approval.
- The Secretary is expected to maintain confidentiality where appropriate, safeguard the organization's records, and act impartially in documenting Board actions.

Limitations:

- The Secretary shall not alter or omit the official record of Board actions.
- The Secretary has no independent authority over organizational policy or finances, except as directed by the Board.





Connellsville Police Auxiliary

Board of Directors

Treasurer Role Description

Overview:

The Treasurer shall be an officer of the organization and an eligible voting member on the Board of Directors. The Treasurer is the chief financial officer of the organization and is responsible for the care, custody, and oversight of all financial assets, records, and accounts of the organization, subject to the direction and control of the Board of Directors.

Duties and Responsibilities:

- **Financial Oversight:** Maintain accurate and complete records of all financial transactions of the organization, including receipts, disbursements, and account balances. Ensure that proper accounting procedures are followed.
- **Reporting:** Provide regular financial reports to the Board of Directors, including a written report of the financial condition of the organization at each regular meeting. Present annual financial statements to the membership and/or Board as required.
- **Budgeting:** Work with the Board and officers to prepare an annual budget for approval by the Board. Monitor actual income and expenditures against the approved budget.
- **Custody of Funds:** Receive all monies due to the organization and deposit such funds in the organization's authorized accounts. Disburse funds only as authorized by the Board of Directors.
- **Compliance:** Ensure that all required financial filings, reports, and returns are submitted in a timely manner in accordance with applicable laws and regulations.
- **Fiduciary Responsibility:** Uphold the fiduciary duties of care, loyalty, and obedience in safeguarding the organization's assets, managing funds prudently, and ensuring accountability and transparency.
- **Voting Rights:** The Treasurer is recognized as an eligible voting board member, entitled to participate fully in all votes before the Board, subject to quorum and abstention rules under Robert's Rules of Order and these Bylaws.

Election and Term:

- There shall be one (1) Treasurer position on the Board.
- The Treasurer shall be elected by a majority vote during the scheduled election meeting.
- The Treasurer shall serve a term of one (1) year.
- The term of Treasurer may be terminated by a majority vote of the membership if it is determined that the individual is willfully not upholding the duties and responsibilities of their elected role.

Expectations:

- The Treasurer shall attend all meetings of the Board of Directors and provide timely and accurate financial information as needed for decision-making.
- The Treasurer shall maintain transparency in financial reporting and shall make the financial records of the organization available for inspection by the Board at any reasonable time.

Limitations:

- The Treasurer shall not make expenditures or financial commitments beyond the scope of the approved budget or without authorization of the Board.
- The Treasurer is not personally liable for the organization's debts, liabilities, or obligations, provided that the Treasurer acts in good faith and in accordance with fiduciary duties.





Connellsville Police Auxiliary

Board of Directors

Trustee Role Description

Overview:

The Trustee shall be an officer of the organization and an eligible voting member on the Board of Directors. Trustees represent the interests of the membership, exercise oversight of organizational affairs, and ensure that decisions of the Board are consistent with the mission, bylaws, and applicable law.

Duties and Responsibilities:

- Governance: Participate in deliberations and decisions of the Board of Directors, exercising independent judgment in the best interests of the organization.
- Oversight: Share responsibility with other Board members for the overall direction, policy, and fiduciary accountability of the organization.
- Representation: Represent the organization faithfully in the community and uphold its mission and public trust.
- Committees: Serve on committees or perform additional duties as may be assigned by the President or Board of Directors.
- Compliance: Ensure that the organization's actions comply with its bylaws, adopted policies, and applicable laws.
- Fiduciary Duty: Uphold the duties of care, loyalty, and obedience by acting in good faith, avoiding conflicts of interest, and safeguarding organizational assets.
- Voting Rights: Serve as eligible voting board members, entitled to cast votes on all matters brought before the Board.

Election and Term:

- The Trustee shall be elected by the Board of Directors at the meeting immediately preceding the annual meeting for Board nominations.
- There shall be three (3) Trustee positions on the Board. Trustees shall serve staggered terms of three (3), two (2), and one (1) year respectively. Following the initial election cycle, one Trustee shall be elected each year for a three (3) year term. Thereafter, the Trustees shall rotate annually into the two (2) year and one (1) year positions until the expiration of their cycle, ensuring that one Trustee position is subject to election each year.
- The term of Trustee may be terminated by a majority vote of the membership if it is determined that the individual is willfully not upholding the duties and responsibilities of their elected role.

Expectations:

- Trustees are expected to attend all Board meetings and make a reasonable effort to attend all membership meetings and actively participate in discussions and decision-making.
- Trustees shall remain informed about organizational activities, finances, and policies.
- Trustees shall work cooperatively with fellow Board members, officers, and volunteers to advance the mission of the organization.
- Trustees shall maintain confidentiality regarding sensitive organizational matters.

Limitations:

- Trustees shall not act independently or bind the organization without prior authorization of the Board.
- Trustees shall not assume the duties of officers unless specifically appointed or delegated.





Connellsville Police Auxiliary

Board of Directors

Sergeant at Arms Role Description

Overview:

The Sergeant at Arms shall be an officer of the organization and a non-voting member of the Board of Directors. The Sergeant at Arms is responsible for maintaining order during meetings and events, ensuring that organizational proceedings are conducted with decorum, and safeguarding the security of the organization's gatherings.

Duties and Responsibilities:

- Meeting Order: Assist the President in preserving order and decorum at all meetings of the Board and the membership, in accordance with Robert's Rules of Order and the organization's bylaws.
- Security: Oversee the safety and security of members, guests, and property during organizational meetings, functions, and events, as directed by the Board.
- Access Control: Ensure that only authorized individuals are present during official meetings, including maintaining sign-in records if required.
- Protocol Enforcement: Carry out instructions of the President or Board in matters of procedure, discipline, or order during meetings and events.
- Support Role: Provide assistance in the setup of meeting rooms, maintenance of organizational equipment as needed for gatherings, and logistical support during events as requested.
- Fiduciary Responsibility: Uphold the fiduciary duties of care, loyalty, and obedience in protecting the integrity of the organization's governance and the welfare of its members.
- Voting Rights: The Sergeant at Arms is not recognized as an eligible voting board member. In accordance with the organization's bylaws, this role is not entitled to participate in any votes before the Board.

Election and Term:

- There shall be one (1) Sergeant at Arms position on the Board.
- The Sergeant at Arms shall be elected by a majority vote during the scheduled election meeting.
- The Sergeant at Arms shall serve a term of one (1) year.
- The term of Sergeant at Arms may be terminated by a majority vote of the membership if it is determined that the individual is willfully not upholding the duties and responsibilities of their elected role.

Expectations:

- The Sergeant at Arms shall attend all Board and make a reasonable effort to attend all membership meetings and be prepared to support the presiding officer in the enforcement of rules and decorum.
- The Sergeant at Arms is expected to act impartially, fairly, and consistently when addressing matters of order or conduct.

Limitations:

- The Sergeant at Arms shall not exercise independent authority to remove members, impose discipline, or restrict participation without direction from the President or Board.
- The Sergeant at Arms shall not assume responsibilities reserved to other officers unless specifically delegated.





Connellsville Police Auxiliary

Board of Directors

Secretary of Scheduled Events Role Description

Overview:

The Secretary of Scheduled Events shall be an officer of the organization and a non-voting member of the Board of Directors. This officer is responsible for coordinating, documenting, and communicating all organizational events, activities, and emergency callouts, ensuring clear communication between the organization, the City of Connellsville Police Department, and event organizers.

Duties and Responsibilities:

- **Event Scheduling:** Maintain and distribute the official calendar of all organizational meetings, trainings, community functions, and events.
- **Police Department Communication:** Serve as one of the primary points of communication with the City of Connellsville Chief of Police regarding callouts for emergencies and requests for Auxiliary services at events, subject to the approval of the City of Connellsville Chief of Police.
- **Auxiliary Police Chief Coordination:** Carry out all communication duties in conjunction with the Chief of the Auxiliary Police, who shall also serve as a direct liaison with the City of Connellsville Police Chief.
- **Event Organizer Communication:** Act as the designated contact with individuals or organizations hosting events, coordinating logistical details and confirming Auxiliary participation.
- **Internal Communication:** Notify Auxiliary members of approved events, assignments, and emergency callouts, ensuring that information is relayed promptly and accurately.
- **Officer Availability:** Communicate with all Auxiliary police officers to confirm their availability and commitment for scheduled events or emergency callouts, and report participation status to the Chief of the Auxiliary Police and the Board.
- **Reporting:** Provide regular reports to the Board of Directors regarding upcoming scheduled events, requests, and emergency responses.
- **Fiduciary Responsibility:** Uphold the fiduciary duties of care, loyalty, and obedience by ensuring that all communications and scheduling reflect the best interests of the organization and comply with its mission and bylaws.

- Voting Rights: The Secretary of Scheduled Events is not recognized as an eligible voting board member. In accordance with the organization's bylaws, this role is not entitled to participate in any votes before the Board.

Election and Term:

- There shall be one (1) Secretary of Scheduled Events position on the Board.
- The Secretary of Scheduled Events shall be elected by a majority vote during the scheduled election meeting.
- The Secretary of Scheduled Events shall serve a term of one (1) year.
- The term of Secretary of Scheduled Events may be terminated by a majority vote of the membership if it is determined that the individual is willfully not upholding the duties and responsibilities of their elected role.

Expectations:

- The Secretary of Scheduled Events shall maintain accurate and timely communication with the Board, Auxiliary members, and external contacts.
- The Secretary shall work collaboratively with the Chief of the Auxiliary Police in carrying out communication responsibilities.

Limitations:

- The Secretary of Scheduled Events shall not independently authorize events, callouts, or commitments without prior approval from the City of Connellsville Chief of Police or the Auxiliary Police Chief.
- The Secretary of Scheduled Events shall not assume responsibilities reserved for other officers except when expressly delegated.

