



North Carolina Law Enforcement Torch Run for Special Olympics® Committee Procedures

Purpose

The North Carolina Law Enforcement Torch Run provides year round fundraising and public awareness events in support of Special Olympics North Carolina. The North Carolina Law Enforcement Torch Run Committee is organized for the purpose of managing, promoting, planning, coordinating and growing NCLETR activities throughout the state of North Carolina to accomplish the stated purpose of the NC Law Enforcement Torch Run.

Membership

Any member of a law enforcement or corrections agency - active or retired, sworn or non-sworn - may be a member of the NCLETR Committee. The term of service is two years with no term limit. Membership is voluntary and members may serve as long as they are qualified to do so.

NCLETR committee members are volunteers and are appointed by the Torch Run Director. The Torch Run Director is responsible for seeing that there is a cross section of agencies represented on the committee, including Police Departments, Sheriff's Offices and all state law enforcement agencies. Geographical diversification should also be monitored and strived for in the membership.

The NCLETR Committee should be comprised of at least seven (7) and not more than fifteen (15) members. The following positions should be filled by members of the committee:

- Torch Run Director – A law enforcement or corrections officer, active or retired, with at least five years involvement in the NCLETR. Upon announcement of resignation by the Existing Torch Run Director, a new Torch Run Director will be appointed. The Director's position shall be selected from the pool of Associate Director(s), with input from the Retiring Director, Torch Run Committee Members, SONC President and Torch Run SONC Staff. If the pool of Associate Director(s) does not yield an appropriate or willing candidate, other candidates may be considered from within the Torch Run leadership. The selection of the Torch Run Director from other candidates will follow the same process as consideration of among Associate Directors.
- Torch Run Associate Director(s) – Law Enforcement or corrections officer(s) with at least three years involvement in the NCLETR, appointed by the Torch Run Director. A maximum of two Associate Directors can be appointed.

- Special Olympics Athlete Representative – One (1) Special Olympics Athlete, appointed by the President of SONC. There is a term limit of two years for this position.
- Regional Coordinator – 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 NCLETR and serve as recruiters for new agencies in their areas of influence. A regional coordinator is appointed by the Torch Run Director. Regional coordinators must have been active in the Torch Run for a minimum of two years. The areas of influence where regional coordinators will be appointed are:
 - Sheriff's Office
 - Police Department
 - Campus Police Department
 - Corrections Department
 - State Law Enforcement Agency

Special Olympics North Carolina staff serves as liaisons to the committee and assist in carrying out the purpose of the NC Law Enforcement Torch Run. Many members of the SONC staff will work with the committee on specific projects in their area of expertise. The staff members that serve as the main points of contact for the NCLETR are:

- Vice President of Law Enforcement Torch Run
- Senior Manager for Law Enforcement Torch Run

Responsibilities of NC Law Enforcement Torch Run® Committee Members

- Carry out the purpose of the NCLETR for Special Olympics by fostering a spirit of cooperation between the Special Olympics staff and local law enforcement with the focus of raising funds and awareness for Special Olympics North Carolina.
- Follow guidelines and regulations set forth by the International Law Enforcement Torch Run Council and Special Olympics North Carolina.
- 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 NC Law Enforcement Torch Run.
- Actively seek a formal affiliation between the NCLETR and any law enforcement or corrections organization in North Carolina Set goals and objectives for the Torch Run to be reviewed on a regular schedule.
- Work in conjunction with SONC staff to draft best practices of the NCLETR.
- Attend committee meetings, meet deadlines and return messages in a timely manner.
- Serve on subcommittees as appointed by the Torch Run Director.
- Display ownership for the NCLETR with responsibility and commitment.

Committee Meetings

The NCLETR Committee shall meet quarterly at a time, date and location determined by the Torch Run Director. 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.

Additional meetings, beyond the scheduled quarterly meetings, may be held if the need arises.

Committee Position Duties and Responsibilities

Torch Run Director

- Preside and manage all meetings of the Committee.
- Establish sub-committees, as necessary, to further the purpose of the NC Law Enforcement Torch Run.
- Appoint sub-committee chair person(s) and perform regular review of sub-committee's membership and effectiveness.
- Serve as an official representative of the NC Law Enforcement Torch Run at various events.
- Ensure all committees have a specific focus that ties into the overall purpose of the Law Enforcement Torch Run Committee and the NCLETR.
- Work with SONC Staff to generate and disseminate communication pieces such as newsletters, Torch Run Manuals, etc.®
- Work with SONC staff to plan and host NC Torch Run Conference

Associate Director

- Preside over meetings in the absence of the Torch Run Director
 - In the case of two Associate Directors, the Torch Run Director will designate an acting director in his/her absence
- Serve as liaison to regional coordinators in an area as assigned by the Torch Run Director
- Work with SONC staff to plan and host NC Torch Run Conference
- Other duties as assigned by the Torch Run Director

SONC Staff

- Serve as liaison between the NCLETR and Special Olympics North Carolina
- Track and disseminate information to the committee concerning the state of the NCLETR
- Provide the committee with ideas and information designed to enhance the efforts of the NCLETR in meeting fundraising and recruitment goals.
- Provide resources to compliment existing skills and abilities of the NCLETR to achieve the stated purpose
- Provide the Torch Run Director, SONC President and Board of Directors with regular reports of NCLETR activities.

Subcommittees

The Torch Run Director shall establish subcommittees as necessary and make appointments to each subcommittee, including a chair person(s). Committee appointments are at the discretion of the Torch Run Director. Committee members interested in working on a particular subcommittee are strongly encouraged to express their desires to the Torch Run Director.

Subcommittees will be responsible for the completion of assigned tasks and may also be asked to manage other tasks by the Torch Run Director. Subcommittee chair persons should be prepared to report to the full committee at all meetings as they will be a part of the regular agenda. Subcommittee chairs are authorized and expected to make decisions as advised by the simple majority of the subcommittee members.

The sub-committees shall include:

- The **T-shirt, Hat and Incentive Subcommittee** is charged with creating and implementing a process for t-shirts and hats that includes design. This subcommittee is also charged with working within a budget guideline to evaluate and choose incentive items including the levels at which they are earned.
- The **Awards Subcommittee** is responsible for developing a process to select the most qualified candidates to induct into the NCLETR Hall of Fame and to receive the Bill Dalton Unsung Hero Award for review and approval by the full committee. Once this selection process is completed and approved, the committee is responsible for overseeing and evaluating this process on an annual basis and recommending any necessary changes to improve the process.

- The **Recruitment Subcommittee** is chaired by the Torch Run Director or an Associate Director, as designated by the Torch Run Director. This committee is responsible for development and implementation of a plan to increase participation in the Law Enforcement Torch Run statewide.
- The **NC Torch Run Conference Subcommittee** is responsible for assisting SONC staff with the annual NC Torch Run Conference. Assistance includes; recruitment of new attendees, development of agenda and important topics to present, assistance with recruitment of speakers and set-up and tear down of the venue on the day of the event.

Vacancies

In the event of the resignation of a committee member, vacancies can be filled by the Torch Run Director. Upon appointment, the Torch Run Director or an appointee thereof, is responsible for conducting an orientation prior to the next full meeting of the committee.

Removal of Members

Any committee member may be removed from his/her position by the Torch Run Director. A member may be removed if he/she is no longer actively involved in the NCLTR, fails to abide by the NCLETR Committee procedures or performs actions deemed detrimental to SONC or the NCLETR.

Special Olympics

North Carolina