

MAINE CHIEFS OF POLICE ASSOCIATION

EXECUTIVE DIRECTOR POSITION

(Part Time) 20 hours weekly.

Consideration will be given to active members of the Maine Chiefs Association.



DESCRIPTION:

The Maine Chiefs of Police Association is seeking qualified candidates for a part time executive director (20 hours weekly). The executive director is responsible for the day to day operations of the association. The position is responsible to the Board of Directors of the association and serves at their will and pleasure. The position is responsible for the management of the Association Budget, planning, scheduling of training and conferences.

- The Executive Director will be subject to the approval of the Board of Directors:
- Pay all bills in the name of the Association (Assistant Treasurer)
- Receive and answer all Association correspondence
- Set up all meetings BOD monthly and 3 Gen. Assembly & Vendor Show
- Set up Training with assistance of Training & Standards Committee
- Apply for Grants in the name of the association
- Coordinate Association Scholarships
- Administrator Concealed Weapons Permits program
- Evaluations of Departments (negotiate contracts)) Hiring of Police Chiefs (Process)
- SACOP Representative
- Spokesman for the Association
- Represent the Association at Various meetings
- Law Enforcement Memorial Site Overseer
- Help Professionalize Law Enforcement in State
- Active in Law Enforcement Issues (I.e. legislature))
- Maintain the Association Web site
- Maintain the Product Sales
- Invoicing in General (Dues, CWP, Training, and Meeting Reg.)
- Oversee State accreditation program
- Oversee the Association legislative lobbyist

SALARY AND BENEFITS:

Will be determined by the Executive Committee subject to the approval of the Board of Directors.

Resumes should be submitted no later than May 10, 2018.

Please send you resume and cover letter with three reference letters to
President Chief Sean Geagan

P.O., Box C-1,
Bucksport, Maine 04416

Any questions should be directed to Chief Geagan at 207-469-7951