



## **Job Description – Program Committee Law Enforcement Liaison**

Reporting to: Program Committee Awards Sub-Chairperson  
Working with: Program Committee Venue Liaison, Website Committee Newsletter Rep.  
Term: January – December

### **Job Function:**

The main job function of the Program Committee Law Enforcement Liaison is to direct the annual Law Enforcement appreciation program.

### **Job Responsibilities:**

- Invite local law enforcement agencies to participate in the annual program
- Attend meetings with Program Committee
- Facilitate award categories with specific agencies
- Confirm agency recipients acknowledgement and attendance
- Coordinate senior office attendance for each recipient to act as the scenario reader
- Coordinate professional photographer for the event
- Order / coordinate pickup or delivery award plaques from chapter vendor
- Communicate with the Program Committee Venue Liaison, so adequate spaces at the host venue can accommodate the award recipients and senior command
- Communicate with the Website Committee Newsletter Rep so the appropriate flyer can be created for distribution and posting on the website
- Report any financial requests to the Committee Chair for approval
- Submit approved financial records to the Committee Chair for processing

Created: December 2007

Revised: