



RHODE ISLAND POLICE CHIEFS' ASSOCIATION

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Lincoln Police Dept.

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Richmond Police Dept.

Rhode Island Police Chiefs Association Executive Director's Position

The Rhode Island Police Chiefs Association is currently looking for a part time Executive Director to oversee everyday business of the association.

JOB DESCRIPTION

Executive Director

The Executive Director is a dynamic and visionary leader with a strong commitment to the mission of the Rhode Island Police Chiefs' Association ("Association"). The Association's mission is "to assist its members and all law enforcement officers in the State of Rhode Island with the administration of public safety, to promote harmony and trust between law enforcement and the public, to enhance the effectiveness of law enforcement in the State, to strengthen public confidence in the police profession and to improve the quality of life in the communities we serve." The Executive Director shall support all functions of the Association and facilitate a positive work environment among the Association. The Executive Director reports to the Executive Board and is empowered to conduct the day-to-day business of the Association, consistent with the policies and regulations established by the Executive Board. The Executive Director shall be subject to a performance evaluation on an annual basis, or as otherwise determined by the Executive Board.

. This position is a part time position engaged on a contractual basis and is contingent upon the availability of funding. The Executive Director will be considered an independent contractor.

Salary, benefits and hours of work:

- This is a 20 hour per week position including some night and weekends
- Annually salary of \$30,000- \$35,000 including expenses
- Does not include benefits

QUALIFICATIONS

A minimum of five (5) years of Command Level/Management Level decision making experience in a criminal justice system agency. Bachelor's Degree preferred; however, the Executive Board may waive this preference based on previous professional experience;

ESSENTIAL FUNCTIONS

- A. The Executive Director shall:
1. Ensure that the mission and strategic plan of the Association is upheld and carried out;
 2. Provide the Executive Board with the organizational information it needs for governance responsibilities;
 3. Fully inform the President and Executive Board on the conditions and operations of the Association;
 4. Assist in the preparation of an Annual Report for distribution to the Association;
 5. Plan, coordinate, and attend all Executive Board meetings;
 6. Support the Executive Board in its primary responsibility of strategic planning
 7. Facilitate communication between the Executive Board and the membership;
 8. Facilitate communication among the membership;
 9. Ensure that all contracts and agreements are monitored and adhered to;
 10. Ensure that the Association complies with all Federal and State laws;
 11. Assist in the preparation of an annual budget;
 12. Serve as a member of the Audit Committee, as well as assist in the preparation of the Association's annual audit report;
 13. Prepare grant proposals;
 14. Coordinate fundraising activities
 15. Appear at legislative hearings, committees, boards or public forums as directed by the President.

Please send a letter of interest, resume and a list of three professional references to Chief Brian W. Sullivan, President of the Rhode Island Police Chiefs Association, Lincoln Police Department 100 Old River Road, Lincoln RI 02865 by Friday August 7th 2015