

**WISCONSIN CHIEFS OF POLICE ASSOCIATION
WISCONSIN POLICE LEADERSHIP FOUNDATION**

POSITION DESCRIPTION

Title: Executive Assistant

Reports to: Executive Director

Evaluated Annually By: Executive Director and the WPLF/WCPA Presidents

PRIMARY FUNCTION

The Executive Assistant will work closely with the Executive Director and the Treasurer to accomplish the mission of the WCPA and WPLF.

QUALIFICATIONS

The Executive Assistant is expected to work effectively with a diverse range of individuals and groups. He or she must have excellent verbal and written communication skills, excellent interpersonal skills, be an effective problem solver, be creative and able to multi-task, self-motivated, adaptable, and able to delegate and complete assigned tasks. The Executive Assistant must be able to attend meetings and be readily available to assist with exhibitors/sponsors/partners of the WCPA/WPLF. The Executive Assistant must be proficient in the use of the computer including, but not limited to: Windows, spreadsheet programs, word processing programs website content maintenance, databases and email.

MAJOR DUTIES AND RESPONSIBILITIES INCLUDE, BUT NOT LIMITED TO:

- Works closely with and takes direction from the Executive Director.
- Maintains the membership rolls of the association by classification by maintaining a computerized database, a ledger of membership, and a modified e-mail listserve.
- Sends a welcome letter/email to new members. Adds new members to the website database. Advises the mentoring committee chair of new members and lists new members in the newsletter.
- Maintain a list of remaining life members who are eligible for the association death benefit. Receive documentation by death certificate or obituary, check member beneficiary, submit a voucher for payment of death benefit to the president for signature, and forwarding to the treasurer for payment.
- Ensures annual membership dues notices are emailed. Receives and logs membership payments and forwards checks to the Treasurer.
- Files corporate registration forms/non-profit forms with Wisconsin Department of Revenue as required by law for both the WCPA and/or the WPLF.

- Files the annual report of officers with the Wisconsin Department of Regulation and Licensing as required by law for both the WCPA and the WPLF.
- Coordinates the renewal of the Executive Director and Treasurer bond.
- Prepares vouchers for payment of expenses incurred by both the WCPA and the WPLF
- Answers and returns phone calls directed to the Association and direct callers to appropriate contact within the association.
- Manages the testing agreement with Stanard & Associates. Performs the necessary functions of this agreement.
- Maintain the website of the WCPA and WPLF. Post committee minutes or meeting notices when received by committee chairs.
- Assist with preparing and updating the exhibitor database
- When requested, attends various committee meetings
- Assist in preparing exhibitor registration materials for each conference
- Assist with exhibitor advertising on the Association web site
- Assist with the follow up of exhibitors who have not responded to invitations
- Assist with exhibitor registrations and confirm their registration
- Coordinates the registration of conference attendees
- Assist at the registration booths during the conferences
- Assist with the preparation and ordering of signage for the exhibitor area
- Assist in the design and publishing of-conference materials
- Maintain the conference records and databases which remain the property of the WPLF
- Respond to e-mails or forward to the appropriate person
- Send notice of the meetings and agenda to the officers and board of directors.
- Take minutes and transcribe minutes of the board of directors meetings.
- Maintain a copy of the Association by-laws and preserve copies of the Articles of Incorporation for the association. Work with the Parliamentarian during voting.
- Produce and edit the official publication of the association. Convert the newsletter to an email ready form and or distribute it to the members electronically.
- Distributes the annual salary survey to responding members of WCPA when requested.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work but is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of the Presidents or Board to assign, direct, and control the work of the Executive Assistant. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between the Executive Assistant and the WPLF. The WPLF retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Date Approved:

February 9, 2020