

**IAWP
COMMITTEES**

1. Purpose

The purpose of this policy is to identify the duties and responsibilities of standing committees listed in the IAWP Constitution and such special committees as established to accomplish the business of the Association.

2. Objective

To ensure all standing and special committees of IAWP realize and address their respective duties and responsibilities for the good of the Association.

3. Committee Chairpersons

- 3.1 Except as specifically provided in the Constitution, the IAWP President shall appoint chairpersons for the duration of the President's term of office for each of the standing committees and special committees.
- 3.2 Committee chairpersons are appointed members of the Board of Directors and shall attend scheduled meetings.
- 3.3 Committee Chairpersons shall prepare and submit committee reports for the Early and Late Board Meetings, and report to the Annual General Membership meeting when appropriate.
- 3.4 Committee chairpersons may make or second motions for the Board of Directors, but do not have a vote and may not carry the proxy for any voting member of the Board.
- 3.5 Committee Chairpersons shall include the IAWP President as an *ex-officio* member of each committee except Elections and Nominations for purposes of communication and committee meetings.
- 3.6 Committee Chairpersons may resign by notifying the IAWP President of their intent to discontinue in a chairperson position. Upon leaving the position, the chairperson shall turn over all assets, merchandise and records in their possession to either the succeeding chairperson or to the IAWP Sergeant at Arms.

4. Committee Members

- 4.1 The IAWP President shall be a member *ex-officio* on all IAWP committees except the Nominations and Elections Committees.
 - 4.1.1 As an *ex-officio* participant, the President may participate in committee meetings, discussions and decisions with the same rights as any other committee member.
- 4.2 Committee Chairs shall recruit members for their committees and provide their names to the President, striving for representation of the diverse cultures of IAWP members.
 - 4.2.1 Except as specifically provided in IAWP policies, committees shall be made up of members from different countries and/or regions.
 - 4.2.2 Each Committee of the IAWP shall have a minimum of three active members.
 - 4.2.3 A Committee member who fails to meet a deadline for response to a Committee Chair on more than one occasion may be removed from the Committee and a replacement may be appointed.

5. IAWP Standing Committees

The IAWP Constitution designates the following standing committees: Constitution, Finance, Resolutions, Diversity, Legislative, Strategic Planning, Elections, Membership, Equity and Nominations Committees.

5.1 Constitution and Policies Committee

- 5.1.1 The Constitution and Policies Committee is responsible for reviewing the Constitution and all IAWP policies and preparing recommendations for changes to the BoD as needed.
- 5.1.2 The Committee shall schedule and carry out a review of each policy during the three-year term of the elected members of the Board of Directors.
- 5.1.3 The Committee shall consult appropriate elected Board members and Committee Chairs when considering recommendations for changes to policies.
- 5.1.4 All recommendations for change to the Constitution or IAWP Policies shall be conducted according to the requirements of the Constitution.

5.2 Finance Committee

- 5.2.1 The Finance Committee membership, duties, and responsibilities are contained in the Financial Management Policy.

5.3 Resolutions Committee

5.3.1 The Resolutions Committee duties and responsibilities are contained in the Resolutions Process Policy.

5.4 Diversity Committee

5.4.1 The Diversity Committee duties and responsibilities are contained in the Diversity Policy.

5.5 Legislative Committee

5.5.1 The Legislative Committee shall conduct such legislative research as requested by the Board of Directors as the organization strives to accomplish its stated Mission: *To strengthen, unite, and raise the capacity of women in policing internationally.*”

5.6 Strategic Planning Committee

5.6.1 Strategic planning is the responsibility of the entire BoD. The Strategic Planning Committee is responsible to ensure that the organization remains focused on its mission, guided by its vision and values, and that decision making and resource allocation are consistent with that direction.

5.6.2 At each Board meeting a block of time shall be committed to the discussion of strategic priorities and Board development.

5.6.3 The Committee Chair, working with the IAWP President and BoD shall evaluate the concerns and priorities currently facing the BoD in order to facilitate the BoD’s engagement in strategic direction and the professional development of BoD members.

5.7 Elections Committee

5.7.1 The Elections Committee membership, duties and responsibilities are contained in the Nominations and Elections Policy.

5.8 Membership Committee

5.8.1 The Membership Committee shall be chaired by the elected Sergeant-at-Arms.

5.8.2 The Membership Chair shall:

- Have access to the membership list generated by the Member Services Manager
- Ensure all members of the BoD and BoT are active members prior to all meetings.

- Ensure all members entering the Annual General Meetings are active members and eligible to vote.
- Adhere to IAWP Policies with regard to rights and privileges of IAWP membership.
- Coordinate and manage the IAWP booth or table at each Annual Conference to verify memberships and receive new members and renewal memberships during the conference.
- Work with the Treasurer to ensure new memberships and renewals received during the conference are entered into the member database and appropriate materials are given to new members.

5.9 Equity Committee

5.9.1 The Equity Committee duties and responsibilities are contained in the IAWP policy regarding Equality of Opportunity.

5.10 Nominations Committee

5.10.1 The Nominations Committee membership, duties and responsibilities are contained in the Nominations and Elections Policy.

6. **Special IAWP Committees**

6.1 The IAWP President and Board of Directors may establish committees other than the Constitutional Standing Committees for the purpose of accomplishing the mission, goals and objectives of the IAWP. Special Committees may include, but are not limited to the following: Annual Recognition Program, International Recognition and Scholarship, Marketing and Fundraising, Publication, and Recognition Committees.

6.2 Officer of the Year Awards Committee

6.2.1 The Annual Recognition Program Committee duties and responsibilities are contained in the Annual Recognition Program Policy of the IAWP Foundation.

6.3 International Recognition and Scholarship Committee

6.3.1 The International Recognition and Scholarship Committee duties and responsibilities are contained in the International Recognition and Scholarship Award Policy of the IAWP Foundation.

6.4 Marketing and Fundraising Committee (Description under development)

6.5 Publication Committee

6.5.1 The Publication Committee membership, duties and responsibilities are contained in the Publication Committee Policy.

6.6 Chaplain Committee

6.6.1 The Chaplain Committee is responsible for providing words of spiritual comfort and encouragement to IAWP members and other law enforcement professionals as appropriate.

6.6.2 The Committee Chair shall prepare and present non-denominational prayers as requested and appropriate.

6.6.3 The Chaplain Committee shall send timely letters and/or cards of condolence to IAWP members and other law enforcement professionals, their families and departments as appropriate.

6.7 Historical Preservation Committee

6.7.1 The Historical Preservation Committee duties and responsibilities are contained in the Preservation of Historical Documents and Records Policy for the IAWP and the IAWP Foundation.

6.8 Recognition Committee

6.8.1 The Recognition Committee duties and responsibilities are contained in the Recognition Committee Policy.

6.9 Conference Committee(s)

The Conference Committee(s) duties and responsibilities are contained in the Conference Policy.

Adopted August 22, 2015

Amended March 8, 2020