



CONNECTICUT POLICE CHIEFS ASSOCIATION

365 Silas Deane Highway-Suite 1A
Wethersfield, Connecticut 06109
(860) 757-3909 Fax: (860) 436-6054
Web site: www.cpcanet.org

Connecticut Police Chiefs Assn./Connecticut Police Foundation

POSITION DESCRIPTION

Title: Assistant to The Executive Director

Reports to: CPCA Board of Directors or Designee

Evaluated Annually By: CPCA Board of Directors

PRIMARY FUNCTION

The Assistant will collaborate closely with the Executive Director, the President and Secretary/Treasurer to accomplish the mission of the CPCA and CPF.

QUALIFICATIONS

The 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 Assistant must be able to attend meetings and be readily available to assist with exhibitors, sponsors, and partners of the CPCA. The Assistant must be proficient in the use of the computer including, but not limited to: Windows, QuickBooks, spreadsheet programs (Excel), word processing programs, Zoom meetings, 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 membership and membership database including, but is not limited to:
 - General Membership Rolls by Classification, including:
 - Welcome email to new members
 - Ensures annual membership dues notices are distributed
 - Quarterly Meetings and EXPO Records
 - Exhibitors, Sponsors, and Partners
- Prepares vouchers for payment of expenses incurred by both the CPCA and CPF.
- Responds to association communications and directs to appropriate contact as needed.
- As assigned, manages agreements with partners, exhibitors, and contractors such as:
 - Policeapp.com and Daigle Law Firm for police testing

- Hughes & Cronin, Lobbyist
- MemberClicks
- DOT, DMV, POST
- Manages member and vendor registration onsite at three Quarterly Meetings and the Annual Spring EXPO/Meeting
- When requested, attends various committee meetings
- Administrative tasks including but not limited to:
 - Maintain the website of the CPCA with web consultant
 - Take minutes at board meetings and other meetings when requested
 - Posting of minutes, agendas, and meeting notices
 - Produce Weekly Bulletin
 - Retains CPCA and CPF documents including but not limited to:
 - CPCA and CPF by-laws
 - Articles of Incorporation and other corporate documents
 - Correspondence
- As needed assists the Executive Director:
 - Preparing and updating the member and exhibitor database
 - Preparing exhibitor registration materials for each conference
 - Exhibitor advertising on the Association web site
 - Follow up of exhibitors who have not responded
 - Exhibitor registrations and confirm their registration
 - Registration of meeting attendees and exhibitors
 - Preparation and ordering of signage for the exhibitor area
 - Filing of state and federal finance and licensing forms
 - Special events or projects
 - Working with Booking Keeping Firm, Accounting Firm, Investment Firm and various CT. State Agencies

Compensation: \$45,000 (Negotiable based on qualifications)

Email/Mail Cover Letter and Resume (by February 26) to:

**Pamela Hayes. Executive Director
Connecticut Police Chiefs Association
365 Silas Deane Highway, Suite 1A
Wethersfield, CT 06109
phayes@cpcanet.org**

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 Assistant. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between the Assistant and CPCA. CPCA 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.