

SCLEOA & SCPCA EXECUTIVE DIRECTOR

Job Function:

The South Carolina Law Enforcement Officers' Association and the South Carolina Police Chiefs' Associations' Executive Director is selected and employed by the Executive Committee of SCLEOA and the Executive of Board of SCPCA. The Executive Director shall, under direction and supervision of the Associations' Presidents, serve as the lobbyist and chief administrator of the Associations. The Executive Director shall meet the following qualifications and perform the duties as described.

Job Description:

The Executive Director:

- Shall be responsible for the implementation and execution of the directives and policies of the Executive Committee and Executive Board.
- Is responsible for and empowered to conduct the business of the Associations according to the policies and regulations established and directed by the Executive Committee and Executive Board.
- Shall be responsible for the development of an on-going recruiting plan to increase membership.
- Is responsible for the organization of the SCLEOA & SCPCA Annual Conferences and Training Sessions.
- Responds to member inquiries and requests for assistance in administrative matters related to law enforcement.
- Is responsible for the daily supervision of Associations employees and shall evaluate their job performances and make any recommendations to the Executive Committee and Executive Board.
- Is responsible for raising funds of the Associations in the form of donations, contributions, and fundraising activity to ensure the continual growth of approved Association programs.
- Serves as the Associations' registered lobbyist and works on behalf of the Associations toward the passage of legislation that will benefit the law enforcement profession.
- Is responsible for the promotion of the legislative package developed by the Associations' Legislative Committees and approved by the Executive Committee and Executive Board.
- Will be required to submit a proposed annual budget for the Executive Committee and Executive Boards consideration, preparing a long-range forecast of needs and anticipated programs. Also submit goals and objectives for the administration and operation of the Associations.
- Will keep the Presidents of the Associations informed on matters pertaining to the operation of the Associations as may be directed.
- May be required to travel throughout South Carolina to promote and conduct SCLEOA & SCPCA business.
- Develop and manage all social media accounts to positively promote the Associations.