



Charter

Mail Assistant

Chartered March 22, 2011

Period Covered: March 22, 2011–June 30, 2012

Appointed under the IACA Bylaws, Article VII, Section 1, Paragraph A

Kyle Stoker

Raytown (MO) Police Department

Mission

- To efficiently and accurately process the IACA's physical mail

Goals

1. At least once every week, collect the IACA's mail from our postal address at 9218 Metcalf Avenue, Box 364, in Overland Park, Kansas.
2. Sort the mail and forward items to the appropriate IACA Board or committee member.
3. E-mail the IACA Treasurer with a list of bills to be paid

Authorizations

1. You are authorized to act as the IACA's representative with the postal facility
2. You are authorized to encumber funds necessary to forward mail to the appropriate recipients
3. You are authorized to open mail as necessary to meet your goals.

Restrictions

1. You must treat all IACA correspondence as confidential. Do not discuss its contents with anyone except the IACA Board. Certification applications are particularly confidential, and you should forward all certification material to the Certification Commission chair without discussion of the contents to anyone, including the IACA Board.

2. You must not respond to any person who contacts the IACA by mail. Leave such responses to the appropriate board or committee member receiving the mail.
3. All checks, purchase orders, and other funds received must go directly to the IACA Treasurer no matter to whom they are addressed.

Guidelines

1. Please feel free to contact the IACA Vice President of Administration if you are unsure to whom certain mail should be directed.

Budget and Resources

1. The IACA will provide you with a petty cash reserve from which to buy envelopes and postage. Keep track of your expenditures and request more funds as needed from the IACA Treasurer.


Committee Benefits

The Mail Assistant is assigned Level 2 benefits. These benefits include complimentary membership and complimentary registration to either the IACA Annual Training Conference or one IACA Professional Training series class.

Review, Renewal, and Dissolution

The IACA Board will review this position near the end of the term and determine whether to renew the position with current personnel, renew it with a change in personnel, or discontinue it.

Chartered under my authority as President of the International Association of Crime Analysts on March 22, 2011, with the approval of the IACA Board.



Christopher W. Bruce

I have reviewed the charter and agree with its parameters.

Kyle Stoker