



**Brazos County Crime Stoppers, Inc.
Prospective Member Information Packet,
Board Member Application and
Commitment Letter**



Brazos County Crime Stoppers Inc.

PO Box 2211

Bryan, Texas 77806

Office: (979) 778-7536

Fax: (979) 822-7887

Email: tips@brazoscountycrimestoppers.org

Prospective Board Member,

Thank you for your interest in Brazos County Crime Stoppers, Inc.

Brazos County Crime Stoppers, Inc., a 501(c)(3) non-profit organization, is designed to work collectively with the community, media, and law enforcement to help solve crime. The program accomplishes this by offering anonymity to persons providing information about crimes and wanted felons. It also pays rewards when the information leads to an arrest. Many people fear reprisal, have an attitude of apathy, or are just reluctant to get involved. This program takes these concerns away.

Another strong point about Crime Stoppers is that the program is funded through donations, fundraisers, and court fines and fees. No tax payer dollars are used to operate the organization, leaving the Board of Directors, comprised of members of the community, in full control of the organization and its endeavors.

If you want to become part of our team, I encourage you to read through this packet, print and complete the application and email or fax it back to us at the email address or fax number shown at the top of this letter.

Sincerely,

Sheriff Christopher Kirk – Coordinator

Brazos County Crime Stoppers, Inc.



Board Member Job Description

Title: Board Member

Reports to: Chairman of Board of Directors

Role: To serve as a voting member of the Board of Directors of Brazos County Crime Stoppers, Inc., developing policies, procedures and regulations, and monitoring financial performance of the program.

Term: Annual Term following the fiscal calendar year running from January through December each year. First year member's term will run for duration of current fiscal year, and proceed through the following full fiscal year.

Time Expectations:

- Attend regularly scheduled Board meetings on a monthly basis. Meetings are held at the Brazos County Sheriff's Office Administration building located at 1700 Highway 21 West in Bryan at 5:30pm, on the third Tuesday of each month.
- Participate actively in one or more committees of the Board.
- Attend scheduled Board planning meetings, workshops, retreats, training sessions, or other Board development activities.
- Attend, support and participate in special events.
- Become acquainted with your local program's website and the Texas Advisory Council Crime Stoppers website.

Obligations:

- Attends and participates regularly in Board meetings and functions.
- Fully understand and support the mission of the Crime Stopper's organization.
- Actively participates in one or more Board Committees.
- Reviews and questions, as appropriate, all minutes and reports submitted.
- Approve monthly statistical report and authorize reward payments.
- Supports the Crime Stopper program with time.
- Helps raise financial resources needed for operational expenses.
- Is loyal to the program and protects confidentiality of Crime Stoppers matters.
- Avoids conflicts of interest.
- Serves as spokesperson for programs and services.
- Develops effective team relationships between Board, Coordinator, and staff.
- Supports decisions of entire Board.
- Develops, follows and evaluates program goals and objectives.
- Develops and maintains long range planning for Crime Stoppers program.
- Evaluates needs and resources of local community and schools.
- Monitors and ensures effective fiscal controls and accountability.
- Review and approve annual budget.
- Ensures that the program meets legal and corporate requirements.



Roles of Board and Coordinator/Staff

Who does what?

Boards develop policy and govern and the Law Enforcement Coordinator and staff administer and manage. Board members should not become involved in micro-managing the program's day-to-day operations; however, in certain cases the Board may ask a board member to assist on a special project or duty normally assigned to the Coordinator or staff. The organization belongs to and is the legal responsibility of the Board of Directors, not the Coordinator or staff. All fiscal oversight and liability are placed in the hands of the Board of Directors by law. No individual Board member has the authority to act on behalf of the Board unless given the authority the entire Board.

Bylaws and Articles

The Bylaws and Articles of Incorporation are the keys to how the Board should govern organization. Every member should have a copy and understand them before serving on the Board. A change to the Bylaws usually requires full Board review and acceptance and may entail filing a fee with the Secretary of State every time you adopt a change.

Board of directors

The Board is the legal entity representing Crime Stoppers. Law enforcement officers may take an advisory role, as a non-voting member, in order to maintain Crime Stopper's integrity as a community program. Because board members are privy to confidential and sensitive information on crime and have access to funds, a background check of new members is very important. Do not include elected officials and political candidates as board members.

Structuring the Board

The Bylaws should clarify the roles of Board elected officers, president or chair, vicechair or president, secretary, and treasurer at minimum. These officers serve on the Executive Committee and usually have signatory authority on checking accounts.

Basically, the general roles apply:

- **Chair Persons or President:**
 - Spokesperson for the Board.
 - Presides over Board meetings.
 - Serves and leads the Directors.

- Appoints committees and their chairs.
 - Motivates and holds other members accountable.
- **Vice Chair:**
 - Takes over chair functions in the event of absence or incapacity.
 - May be assigned other specific functions by the chair.
- **Secretary:**
 - Maintains the corporate records and minutes.
 - Takes or responsible for the taking of minutes at all Board meetings.
- **Treasurer:**
 - Custodian, dispersing and accounting agent of the organization's funds.
 - Disburses funds as authorized by Board
 - Oversees personnel who perform accounting functions
 - Monitors state and federal regulatory compliance.

The Board establishes committees and handles separate tasks to facilitate the program:

- **Executive Committee** is comprised of the officers, past/chair, and at least one at large member. The committee reviews board activities, makes recommendations; however, is not a decision-making committee as that is the function of the Board.
- **Nominating Committee** actively recruits potential board members and works year-round to fill the Board with carefully selected and screened new members according to the Board's development and recruitment plan.
- **Fundraising Committee** develops the financial plan and encourages the participation of all Board's members to support and participate in the project (s).
- **Publicity Committee** is responsible for preparing displays, presentations, signage, and other advertising in addition to arranging feature news stories and public service announcements.

Chairs and Vice Chairs: Board members are volunteers and it is inevitable that their status will change due to job changes, illness, move out of town, etc. Vice chairs are strongly recommended for every Board committee as a backup in the event the chair is unable to carry out the plan and, also establishes an effective succession plan.

Purpose, Goals, and Planning: Establish a clearly stated purpose and the plan of work for the fiscal year to accomplish its goals. Action based planning consists of three key elements for success: what needs to be done, who will be responsible for each key activity and when will it be accomplished.



Coordinator

A law enforcement officer or a civilian fills the position. The Coordinator is responsible for overseeing day-to-day program operations and serves as a liaison between the board members, news media, and law enforcement. The Coordinator also makes public presentations to small and large groups and student assemblies, explaining the program and list accomplishments. He/She has lots of contacts with the media, narrating re-enactments, interviews for radio and television, and print. This activity increases interest and program awareness that helps raise funds. The Coordinator is also responsible in explaining the program to other law enforcement officers to gain interest and better understanding of the program.

Responsibilities include but are not limited to the following:

- Answering the Crime Stoppers lines and taking tips.
- Screening calls, verifying the information, and forwarding the information to appropriate agency to investigate.
- Following up with investigators to determine investigation's status and determining if additional information is needed.
- Maintaining tip files by keeping them updated, accurate, and secure.
- Maintaining statistics and submitting statistical quarterly reports to state agency including number of calls, number cases solved, amount of property recovered, etc.
- Working with the local media to publicize Crime of the Week and other un-solved cases and projects.
- Meeting monthly with the Crime Stoppers Board and presenting a comprehensive report to the Board on solved Cases to determine amount of rewards and cases of interest.
- Explains the pay out of rewards to tipsters.



Board Member Commitment Letter

I, _____ agree to serve as a member of the Board of Directors of Brazos County Crime Stoppers, Inc. I understand that my first term of office begins when I am voted in as a member by the Board of Directors and will continue for the duration of the current fiscal year of the organization, and proceed through the following full fiscal year. After my first term office, my term may be extended on an annual fiscal year basis, which will be voted upon at the annual meeting in December.

As a member of the Board of Directors, I agree to:

- Abide by the Bylaws and Articles of Incorporation of the Crime Stoppers organization;
- Attend all meetings of the Board, including special meetings, unless excused;
- Maintain confidentiality of all Crime Stoppers business, tips, investigations, and rewards;
- Avoid any conflict of interest or appearance of conflict;
- Participate in setting policy within the framework of the operating procedures of the program including the day to day operations and the coordinator's office;
- Participate in short and long term planning activities;
- Ensure effective fiscal controls and accountability
- Approve the annual budget;
- Ensure that the Crime Stoppers organization meets all legal and corporate requirements.

I agree that if at any time, I am unable to fulfill the commitments of the member of the Board of Directors of Brazos County Crime Stoppers, I will give appropriate notice of resignation to the President of the Board.

Print Name: _____

Signed and dated: _____



Board Member Application page 1

Thank you for your interest in serving on the Board of Directors of Brazos County Crime Stoppers, Inc. Your completion of this application is necessary so that the nominating committee can review each application as part of their consideration for Crime Stoppers board appointments.

PERSONAL

Name ***Date of birth** ***SSN (last 4 digits only)**

Mailing Address

City State Zip

Cell Phone Home phone Email address

EMPLOYER

Employer Name

Mailing Address

City State Zip

Business Phone Business Fax Business Email address

INTEREST / ACTIVITIES:

COMMUNITY INVOLVEMENT:

WHY DO YOU WANT TO SERVE ON THIS BOARD?

***A criminal history will be run on all applicants. Information relating to race, sex, social security number, and date of birth will be utilized solely, for the purpose of, checking the applicant's criminal history.**



Board Member Application page 2

I hereby request to be considered for membership on the Brazos County Crime Stoppers, Inc. Board of Directors. I understand that a criminal history will be run on all applicants. Information relating to race, sex, social security number, and date of birth will be utilized solely, for the purpose of, checking the applicant's criminal history. I further understand that if my application is accepted, I will be expected to participate in Board activities and functions as outlined in the Brazos County Crime Stoppers, Inc. Prospective Member Information Packet, and understand that failure to do so may result in my removal from the Board of Directors.

Printed name: _____ Signature: _____

Date: _____

NOTE: Please print the 2-page Board Member Application and Board Member Commitment Letter. Complete all three pages and e-mail the completed forms to the email address listed below. If you have questions concerning the duties and responsibility of any of the Brazos County Crime Stoppers board members, please contact the coordinator whose name and contact information are below.

RETURN TO: Sheriff Christopher Kirk – Coordinator, P.O. Box 2211, Bryan, TX 77806

EMAIL: tips@brazoscountycrimestoppers.org PHONE: (979) 778-7536 FAX: (979) 822-7887
WEBSITE: www.brazos.crimestoppersweb.com