

## **Establishing / Operating a COPP Group – Operations Details**

### **Executive Policy and Procedure Guidelines to organize your COPP group:**

#### **Establish an Executive**

- Executive Committee meetings should take place once a month (example: the third Thursday of each month)
- Membership meetings are held every three months (example: the second Thursday every third month)
- The quorum for a general membership and Executive Committee meetings should be 25% of the general membership including Executive Committee members.
- Each Executive Committee member provides a monthly activity report to the Executive Committee.
- Major decisions should be made in consultation with MB COPP.
- For assistance in running a meeting, refer to Roberts Rules of Order.

#### **Establish local policies & procedures**

- identify the patrol area
- recruit additional volunteers
- have volunteers complete an application form
- volunteers must apply for a criminal record search coordinated with MB COPP through their local police agency (the fee may be waived for COPP applicants)
- the cleared criminal record search must be supplied to the group coordinator by the applicant
- the coordinator advises the applicant if they have been accepted

**Suggested positions and duties that the groups may consider: (Note: one person can hold more than one position, if required)**

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**Group Coordinator**

- Participate in recruitment and selection of volunteers;
- Assist in the overall organization of the program;
- Provide leadership and guidance to the program members;
- Liaise with the Police Liaison Officer and other members;
- Liaise with other community groups, stakeholders and Manitoba Public Insurance;
- Chair meetings;
- Maintain a list of all current members and provide updated member list to MB COPP along with a signed Letter of Agreement for each member;
- Arrange member training, as per program policy and procedures;
- Respond to any media or public relations inquiries;
- Pass on information provided by the Police Liaison Officer or other members regarding areas for special consideration when patrolling;
- Maintain equipment inventory and order as necessary;
- Initiate/organize/implement group fundraising activities;
- Attend annual COPP Coordinator conference;
- Provide feedback and volunteer recognition to members
- The Group Program Coordinator should sign official correspondence on behalf of the group.
- All media questions are to be referred to the Coordinator, the Police Liaison Officer (if appropriate)
- Day-to-day decisions on important aspects of the running of the program will be made by the Coordinator, in consultation with the Assistant Coordinator, Secretary-Treasurer and Police Liaison, and will be reported to the Executive Committee at subsequent meetings.

## **Assistant Group Coordinator / Co-coordinator**

Support the Program Group Coordinator with the above duties, and act in their absence – i.e. chair meetings and conduct all relevant duties.

## **Secretary and Treasurer Positions may be combined as Secretary - Treasurer**

### **Secretary Functions**

- Co-ordinate and maintain schedules, phone lists, mailing lists;
- Arrange meetings and inform members of dates, times and locations;
- Attend all Executive and Membership meetings;
- Assist in agenda preparation and distribution;
- Prepare and distribute all correspondence as required;
- Take notes at meetings, prepare minutes, circulate minutes and other notices to members;
- Maintain the COPP volunteer membership list;

Maintain filing system including:

- Executive Committee membership list and duties
- Volunteer membership list
- Program Forms
- General information
- News clippings from local media
- Public relations documents

### **Treasurer Functions**

- Responsible for the group's financial transactions;
- Maintain a record of all money deposited into the account and payments made from the account including any invoices and vouchers;

- Receive and check bank statements to ensure the balance on the statement corresponds with the balance on the running record; and
- Prepare and submit regular financial reports to the Executive.
- All cheques must be signed by two of the three authorized bank signatories. No one can sign a cheque drawn in his/her own favour.
- All payments must be made by cheque. No cash payments of any kind are to be made.
- Records must be kept in a secure location.

### **Scheduling Coordinator**

- Responsible for scheduling volunteers;
- Ensure all volunteers are capable of and available to complete their shifts;
- Maintain scheduling records;
- Responsible for the coordination, distribution and collection of shift reports;
- Submit monthly patrol hours and volunteer hours to MB COPP via the COPP web site;
- Submit monthly reports to Executive, including Police Liaison Officer.

### **Volunteer Coordinator**

- Recruit volunteers through various means such as radio, television, newspaper, posters, presentations, word of mouth and public service announcements;
- Review applications with the Coordinator and Police Liaison Officer;
- Maintain list of all trained volunteers and provide copies to the Executive members;
- Provide recognition to volunteers, along with other Executive members.

## **Police Liaison Officer**

- may assist in the organization and guidance of the program along with the group coordinator; May assist in the recruitment of volunteers; Advise on CRC searches
- Liaise with other community groups and police agencies and MB COPP Board
- May arrange for criminal record searches for volunteers where appropriate;
- Responsible for all matters regarding the Law; and
- Review requests and suggestions received by group members, as well as the general public.

Amended 4-26-2021