



Top of Texas Crime Stoppers, Inc.

(806) 669-2222

www.topoftexascrimes.org

Top of Texas Crime Stoppers
Prospective Member Information Packet and
Board Member Application





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Prospective Board Member,

Thank you for your interest in Top of Texas Crime Stoppers, Inc. Crime Stoppers, a 501(c) (3) non-profit organization, is designed to work collectively with the community, media, and law enforcement together to help solve crime. Ways that the program does this is to offer anonymity to the people who provide information about crimes. It also rewards when the information supplied leads to an arrest. Many people fear reprisal, have an attitude of apathy, or are just reluctant to get involved. With this program it takes those 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.

In 2016, we completed a year long process to merge with Wheeler County Crime Stoppers. During the same time, we added Roberts County to our areas served. Due to the addition of the two new counties, we rebranded ourselves and became Top of Texas Crime Stoppers.

In 2014, 2015, and 2016, our pre-merger organization, Pampa/Gray County Crime Stoppers, was awarded and recognized by the Governor's Office for having the highest dollar recovery and the most cases cleared for an organization of our size, which serves a population under 25,000. This a feat we are all very proud of as it shows that we are truly one of the best Crime Stoppers Organizations in the State.

If you like what you hear so far, and want to become part of our award winning team, I encourage you to read though this packet, complete the attached application, and join us at our next Board meeting.

Sincerely,

Sergeant Brian Massey
Law Enforcement Coordinator
Top of Texas Crime Stoppers, Inc.



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Crime Stoppers is a community-based program. To help achieve the goal of solving crime, the program works collectively with three elements. Below are the elements.

Community/ Board of Directors

Media

Law Enforcement



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 Pampa/ Gray County Crime Stoppers, developing policies, procedures and regulations, and monitoring financial performance of the program.

Term: Annual Term following the fiscal year running from October through September 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 typically held at Calvary Baptist Church, 900 E. 23rd Ave, Pampa, TX at 6:30pm, on the second Thursday of each month. Meetings are also held bi-annually in Roberts and Wheelers Counties
- 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 web site and the Texas Advisory Council Crime Stoppers web site, thetexascrimestoppers.org

Obligations:

- Attends and participates regularly in Board meetings and functions.
- Fully understand and support the mission of the Crime Stoppers organization.
- Actively participates in one or more Board Committees.
- Reviews and questions, as appropriate, all minutes and reports submitted.
- Supports the Crime Stoppers program with time.
- Helps raise financial resources needed for operational expenses and pay rewards.
- Is loyal to the program and protects confidentiality of the 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 approves annual budget.
- Ensures that the program meets legal and corporate requirements.



Board Member Commitment Letter

I, _____ agree to serve as a member of the Board of Directors of Top of Texas 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 October.

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 Top of Texas Crime Stoppers, I will give appropriate notice of resignation to the President of the Board.

Print Name: _____

Signed and dated: _____



ORIENTATION

First Key to Retention

What is Included in the Orientation?

1. Mission and goals.
2. Structure of the Board, Coordinator, Executive Director/Administrative Staff, Media and Law Enforcement.
3. Review of By-Laws, Articles of Incorporation, Cooperative Agreements with Law Enforcement Agencies, with Media, With School Districts, and County Commissioners.
4. Texas Crime Stoppers Standard Operating Procedures Manual.
5. Strategic Plans and activities.
6. Review expectations and requirements.
7. Budget
8. Review and explanation of financial reports.
9. State Certification and training.
10. Insurance

OPERATIONAL ISSUES

Second Key to Retention

1. Hold effective meetings
2. Prepare an agenda
3. Mail or e-mail Minutes of previous meeting and agenda prior to the next meeting as outlined in the by-laws of the organization.
4. Start on time and end on time.
5. Require committees to provide written reports for Board review prior to the Board meetings.
6. Take effective minutes.
7. Prepare effective Financial Reports

EFFECTIVE COMMITTEE STRUCTURE

Third Key to Retention

Establishing effective working committees allow the Board to work on major issues at Board meetings and not get bogged down in details that may be more effectively addressed at committee meetings. Depending on the Bylaws, usually operating committees include:

- Executive Committee
- Nominating Committee
- Fundraising Committee
- Publicity or Public Relations Committee



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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.



ROLES OF STAFF AND BOARD

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 an 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, vice-chair 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.



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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 compliances

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.

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 intersect and program awareness that helps raise funds. The Coordinator is also responsible in explaining 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.



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- 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 Membership Application

Thank you for your interest in serving on the Board of Directors of Top of Texas Crime Stoppers. We want to offer you a rewarding opportunity and make the most of your special talents.

Name _____

Driver's License # _____ Date of Birth _____

Mailing Address _____

Business Affiliation/Title _____

Home Phone _____ Cell _____

E-mail _____ Fax _____

Please check the education or skills you will contribute to the Board:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting/financial | <input type="checkbox"/> Public relations | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Fundraising | <input type="checkbox"/> Special events | <input type="checkbox"/> Community relations |
| <input type="checkbox"/> Program development | <input type="checkbox"/> Education | <input type="checkbox"/> Training |
| <input type="checkbox"/> Public speaking | <input type="checkbox"/> Other _____ | |



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Please check the appropriate answer

- | | Yes | No | |
|----|-------|-------|---|
| 1. | _____ | _____ | Do you hold a public elected office?
If yes, what office and how long? _____ |
| 2. | _____ | _____ | Do you have any plans to run for a public elected office
within a year? |
| 3. | _____ | _____ | Have you ever been arrested? If yes please explain

_____ |
| 4. | _____ | _____ | Were you convicted of the crime? |
| 5. | _____ | _____ | Are you willing to attend one day or two-day Texas
Crime Stoppers training courses, and conferences? |

Signature

Date