

Section IVa

Associate Secretary Policy

PURPOSE:

The purpose of this statement is to outline the requirements and procedure for the position of Associate Secretary, so that responsibilities can be carried out in a professional manner.

POLICY:

It is and always will be the policy of the United States Section to interrelate with member nations of the International Police Association in the spirit of "**Servo per Amikeco**" (Service Through Friendship).

The Association Secretary serves as a liaison between the United States Section and the member Section represented. They are not expected to coordinate group visits, but are responsible for making the proper notifications.

Regions or members must notify the appropriate Associate Secretary prior to traveling to another member Section. This is an International courtesy and must be followed.

According to International agreement, individual members are required to give a minimum of six (6) weeks advance notice for intended visits. The United States Section requires three (3) months advance notice except under exigent circumstances. Sections must give at least six (6) months advance notice for group visits.

Regions or members assisted should notify the appropriate Associate Secretary of courtesies received during a trip to another member Section.

If individual members have personal contacts in the member Section which he/she intend to visit, they must notify the appropriate Associate Secretary for accountability.

Section IVa

Associate Secretary Policy

APPOINTMENTS:

The National President shall appoint all Associate Secretaries from the United States Section. The President shall, based upon good cause, remove any Associate Secretary who fails to carry out assigned duties in a responsible manner.

The National 1st Vice-President will be responsible for the United States Section Associate Secretaries and ensure that they carry out their duties. The National 1st Vice-President will keep the National President informed on matters of importance concerning Associate Secretaries.

A member of the United States Section desiring to serve in the capacity of Associate Secretary must be a paid up regular member, have a sincere interest in the country, and should apply as follows:

1. Submit a letter of intent to the President of his/her Region, who will serve as the sponsor for the member seeking the appointment.
2. Indicate in the letter of intent any skills in reading, writing, or speaking the language for said country, plus any other attributes which the member can bring to the position.
3. Be willing to assume the duties of Associate Secretary (see list below) and conduct same in a manner which will reflect favorably upon the United States Section.

The Region President shall forward to the National President the member's letter of intent with a letter of endorsement attesting to the member's communication skills. The Region President shall include the member's full name, IPA number, address, telephone number, fax number, and Email address.

Upon receipt of the letter of intent and endorsement, the National President will give every consideration to the request. If there is no vacancy in the requested Section at the time, the application will be placed in a pending file. The National President will notify the National 1st Vice-President, Region President and applicant of the action taken.

Section IVa

Associate Secretary Policy

DUTIES:

Upon appointment, the Associate Secretary shall:

1. Notify, in writing, the National 1st Vice-President of the Section to which he/she has been appointed, and request to be put on their mailing list.
2. Submit articles of newsworthy interest about their Section to the Editor of the NATIONAL REPORTER and send a copy of same to the National President prior to publication. It is the Associate Secretary's responsibility to obtain these articles through correspondence.
3. Maintain a file of all correspondence received and sent; and provide to the National 1st Vice-President a copy of all correspondence sent.
4. Maintain an Activity Log of all aspects of the position. This log shall include (but is not limited to) Expenses, Reports (quarterly/ annual), Inbound Travel requests (foreign), Outbound Travel requests (US Section members) , and actions taken on all requests.
5. One month prior to the NEC meeting, mail a copy of the Activity Log to the National 1st Vice-President, who will compile the data received for a report to the NEC.
6. Send all expense reimbursement requests (using voucher form) along with original receipts to the Treasurer for approval prior to payment. Phone and fax calls will not be reimbursed except for emergencies and an explanation of the emergency must accompany same.
7. Promptly handle all correspondence from the appointed Section using only approved IPA stationery. All requests for assistance must be acknowledged, and the Region(s) involved promptly notified.
8. Notify in writing the Assistant Secretary-General and the Secretary of Region(s) concerned of any group visit from appointed Section. Proper notification must be made within a ten (10) day period. It is also suggested that an article be submitted to the Editor of the NATIONAL REPORTER concerning group visits, with a copy to the National President prior to publication.

Section IVa

Associate Secretary Policy

DUTIES (continued):

9. Promptly handle all correspondence from U.S. Section members requesting travel assistance or information. The official United States Travel Form must be used by members, and only members whose dues are current shall be served. This can be verified by a photocopy of both sides of their IPA Annual ID Card. A photocopy of the IPA Annual ID Card will be affixed to the reverse side of the official travel form.

10. If the Associate Secretary plans on traveling to the Section represented, he/she must notify the National President. Any gifts presented to his/her Section in the name of a Region or the United States Section can only be offered with the full knowledge and approval of the National President.