



**CRIME
STOPPERS**
★
817-469-8477

Crime Stoppers Advisory Board Member Letter of Agreement

I accept the invitation to serve Safe City Commission Crime Stoppers in the following way(s):

- I will do my best to set an example of generous financial support.
- I will participate in orientation/training programs to the best of my ability.
- I will attend regular meetings during the course of the year and participate in at least one committee.
- I will complete assignments in a timely manner.
- I will do all I can to assist in generating needed resources for this organization and those served by it.

Beyond my specified duties, I pledge to serve as an ambassador for this organization, speaking on its behalf to those with whom I come in contact and representing its mission with enthusiasm.

Witnessed by:

Board Member Signature

Program Coordinator Signature

Date

Date



**Safe City Commission Crime Stoppers
Board Self-Evaluation**

	YES	NO	DON'T KNOW	DOESN'T APPLY
1. Our mission/vision/purpose statement clearly communicates what we want to achieve.				
2. Our values and beliefs are clearly stated and reflected in all our programs and activities.				
3. We have a strategic plan that guides our board, staff and volunteers.				
4. Our board and committee meetings are well-attended.				
5. Our board has a full and common understanding of our roles and responsibilities.				
6. Conflicts among members do not interfere with the board's work.				
7. Most board members attend our special events.				
8. Our financial monitoring and control systems enable us to quickly identify errors and protect us from most criminal activities.				
9. The board's relationship with the Executive Director is one of mutual trust and respect.				
10. The roles of board members and staff complement each other and do not conflict.				
11. Board meetings facilitate focus and progress on important organizational matters.				
12. The board helps set fundraising goals and is actively involved in fundraising.				
13. Board members make annual financial contributions and support special campaigns.				
14. Our financial expenditures are in line with our objectives and priorities.				
15. The quality and quantity of our programs and activities is consistent with our resources.				
16. Our members, donors, and funders are kept aware of our major decisions and financial condition.				
17. Our board members and officers are carefully recruited and selected.				
18. The organization provides adequate orientation, training, and evaluation for board members, staff, and volunteers.				

19. All necessary skills, stakeholders and diversity are represented on the board.				
20. The board effectively represents the organization to the community.				
21. We have reason to be optimistic about our ability to deal with whatever the future brings in the next several years.				
22. I am proud to be a board member of this organization.				

Please list the three to five points on which you believe the board should focus its attention in the next year. Be as specific as possible in identifying these points.

1.

2.

3.

4.

5.



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Basic Responsibilities of the Crime Stoppers Board:

- **Determine the Crime Stoppers' mission and purpose** – A statement of mission and purpose should articulate the goals, means, and primary constituents served by Crime Stoppers. It is the board of directors' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.
- **Support the law enforcement coordinator and review his or her performance** – The board will provide frequent and constructive feedback and compliment exceptional initiatives. The board will also encourage Crime Stoppers related professional development training for the coordinator.
- **Provide proper financial oversight** – The board must assist in developing the annual budget and ensuring that proper financial controls are in place. In order to monitor the budget, the board should receive clear, intelligible, accurate, and timely financial reports. The board is responsible for ensuring that the requisite cash-management controls are in place. Financial responsibilities of the board include: setting financial policies; purchasing adequate liability insurance; determining reward amounts including policy on eligibility for rewards; and setting procedures for payment of rewards.
- **Ensure adequate resources** – One of the board's foremost responsibilities is to provide adequate resources for Crime Stoppers to fulfill its mission. The board is responsible for setting fundraising targets and goals.
- **Ensure legal and ethical integrity and maintain accountability** – The board is ultimately responsible for ensuring adherence to legal standards and ethical norms.
- **Ensure effective organizational planning** – The board must participate in an overall planning process – operational, short term, long term, or strategic - and assist in implementing and monitoring the plan's goals. Planning should include some variation and combination of these elements: statement of mission and purpose; assumptions about the future; current program services; new program services; the size, method of selection, committee structure, and other bylaw provisions for the board of directors; budget projections; fundraising strategies; and public relations.
- **Recruit and orient new board members and assess board performance** – The board has the responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate its own performance.

- Enhance Crime Stoppers' public image – The board should clearly articulate Crime Stoppers' mission, accomplishments, and goals to the public and garner support from the community. The board must make use of informative press releases to promote public awareness. The board chairman should be the spoke person for Crime Stoppers.
- Determine, monitor, and strengthen the Crime Stoppers' program and services – The board's responsibility is to determine if the program is consistent with the mission and to monitor its effectiveness. The board should periodically check with the local partners, the police and press, to determine their satisfaction with the program.



BOARD POLICIES

Safe City Commission Crime Stoppers needs to generate specific board policies and program guidelines to govern the program. This packet includes suggested board policies and procedures to be reviewed and submitted for approval at the next board meeting. Included in the packet is the following:

Conflict of Interest Policy: This policy will require all board members and staff to address any potential conflicts of interest on the Crime Stoppers Advisory Board. Guidelines for identifying any conflicts of interest pertaining to Crime Stoppers are listed.

Attendance Policy: This policy outlines the conditions for removing a board member based on attendance.

Letter of Agreement: This document requires a signature by each board member who agrees to adhere to the specific duties listed.

Guidelines for Board Members: This document provides guidelines for recruiting, orienting, informing, and removing board members.

Board Self-Evaluation: This is a suggested document for evaluating the board on an annual basis.

Organizational Chart: The chart illustrates the role of the Safe City Commission and the Crime Stoppers Advisory Board.

Roles/Responsibilities of the Board: These documents outline the primary responsibilities of the board as a whole and the board member as an individual. Included is the Terms of Reference document, which gives a brief overview of all the board policies to be used as a quick reference for each board member.

Job Descriptions: This document outlines the roles and responsibilities of the Board President/Chairman and the Secretary.

Committees: This document suggests possible committees for Crime Stoppers. Also included is the outline for the suggested Law Enforcement Advisory Committee for review.

Program guidelines will be submitted for approval on a later date.



Safe City Commission Crime Stoppers
Conflict of Interest Policy for Board Members

Safe City Commission Crime Stoppers is a charitable organization whose board members are chosen to serve the public purposes to which it is dedicated. These persons have a duty to conduct affairs of the organization in a manner consistent with such purposes and not to advance their personal interests. This conflict-of-interest policy is intended to permit the Safe City Commission Crime Stoppers board members to identify, evaluate, and address any real, potential, or apparent conflicts of interest that might, in fact or in appearance, call into question their duty of undivided loyalty to Crime Stoppers.

A conflict of interest is defined as an actual or perceived interest by a board member or staff member in an action that results in or has the appearance of resulting in, personal, organizational or professional gain. Conflict of interest includes any bias or the appearance of bias in a decision-making process that would reflect a dual role played by a member of the organization.

Safe City Commission Crime Stoppers will adhere to the following guidelines to avoid future conflicts of interest:

1. Board members in decision-making roles should make known their connections with groups doing business with the organization. This information should be provided annually.
2. Board members who have an actual or potential conflict of interest should not participate in discussions or vote on matters affecting transactions between the organization and the other group. In order to maintain Crime Stoppers' integrity as a community program, law enforcement officers, criminal justice officials, or government officials may take an advisory role as a non-voting board member. Elected officials and political candidates are not eligible for board membership but may also serve in an advisory capacity. Because the local media can be very competitive and is crucial to the Crime Stoppers program, media personnel in the community may best serve Crime Stoppers in an advisory capacity.
3. Staff members who have actual or potential conflict should not be substantively involved in decision-making affecting such transactions.

This organization serves the Tarrant County community as a whole rather than only serving a special interest group. The appearance of conflict of interest can cause embarrassment to the organization and jeopardize credibility of the organization. Any conflict of interest, potential conflict of interest or the appearance of a conflict of interest is to be reported to the Chairman/President of the Safe City Commission Crime Stoppers Board immediately for further action.

I have read the above Conflict-of-Interest Policy and agree to remain in compliance with the Policy.

Board Member/Staff Member Signature

Date

I.....
(Full Name block letter)

- Dated this day of 20

Signature.....

Signature of Witness.....

Name of witness.....
(Block Letters)