**INTENT TO RUN FOR ELECTED OFFICE**

**SEPTEMBER 2017 POPAI ELECTION**

**Position Desired:** Circle the office for which you wish to run. All offices are 2-year terms.

# VICE-PRESIDENT

**TREASURER**

**DISTRICT ONE** Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke

**DISTRICT THREE** Carroll, Cass, Clinton, Elkhart, Fulton, Howard, Kosciusko, Marshall, Miami, St. Joseph, Tipton, and Wabash

**DISTRICT FIVE** Boone, Hancock, Hamilton, Hendricks, Johnson, Marion, Morgan, and Shelby

**DISTRICT SEVEN** Bartholomew, Brown, Clark, Crawford, Dearborn, Decatur, Floyd, Harrison, Jackson, Jefferson, Jennings, Lawrence, Monroe, Ohio, Orange, Ripley, Scott, Switzerland, and Washington

**Probation Officer Name:**

**Probation Department:** **POPAI District #:**

**Work Address (include zip):**

**Work Phone:** **Work Fax:**

**Cell Phone:** **(will not be published or shared)**

**Present Position (title):**

**Length of Employment:** **Years working as Indiana Probation Officer:**

**Education – Specify: 1) Names & dates of all colleges/universities attended; 2) Degree(s) awarded and date(s) of degree(s).**

**Professional and Community Activities – Identify memberships/organizations you belong to, offices held and awards received:**

**Why do you wish to hold this position? What do you hope to accomplish as a POPAI Board Member?**

**Discuss the issues you view as most important to Probation in Indiana.**

**POPAI BOARD MEMBER COMMITMENTS AND OBLIGATIONS**

**The list below describes the minimum level of commitment that Board members are asked to make to this professional organization.** Before running for office, POPAI Members should be aware of the obligations and be able to make a commitment to fulfill these obligations.

**MEETING ATTENDANCE:**

**Attendance at POPAI Board meetings is vitally important to the organization.** Board members are expected to attend the scheduled meetings in person with minimal absences. TheBoard meets the second Wednesday of each month in Indianapolis, 10:30 AM – 1:30 PM. Possible exceptions:

* April - Board meeting is held at the POPAI Management Institute.
* May – Board meets at PO annual meeting.
* September – Friday of POPAI Fall training in French Lick, September 8, 2017, after the conference ends. **It is important that you stay for this meeting at it would be your first Board meeting upon your election.**
* Some POPAI Board meetings may be held via conference call due to weather or light agenda.

**COMMITTEE WORK**

**Board members must work on at least one POPAI Committee.**  Standing committees: Election; Awards and Recognition; Technology/Website; Education; Legislation; Membership.

**POPAI CONFERENCES/TRAININGS ATTENDANCE**

**POPAI sponsors two training conferences per year: April POPAI Management Institute/Chief PO Summit and September Annual Fall Conference.**  Board members are expected to make every effort to participate in these conferences/trainings. Board members are asked to assist at the registration table for the Fall Conference (when possible). [Note: Board members that have a financial need may request waiver of tuition for POPAI conferences.]

**VICE-PRESIDENT**

**The Vice-president must have the ability to serve as President of the organization in the absence of the President.** Additionally the Vice-president should be able to attend meetings of the Justice Reinvestment Advisory Committee (JRAC) in Indianapolis as scheduled (typically monthly).

**APPLICANT REQUIREMENTS**

**Please discuss your ability to:**

1. Attend the monthly POPAI board meetings, primarily in-person meetings, in Indianapolis;
2. Participate on at least one (1) POPAI standing committee; and
3. Attend POPAI trainings/conferences.
4. **Vice-president candidates only: discuss your ability to serve as the President of the organization in the absence of the President and to attend meetings of the JRAC.**

**CHIEF PROBATION OFFICER APPROVAL**

**If you are not the Chief Probation Officer of your department, you must include as an attachment an email or memo from the Chief PO approving your attendance at in-person monthly POPAI Board meetings; your participation in at least one (1) POPAI standing committee; and verifying your ability to attend POPAI trainings/conferences during your elective term.** Vice-president candidates only: Chief PO must also confirm your ability to serve as the President of the organization in the absence of the President and to attend meetings of the JRAC.

**THANK YOU FOR YOUR INTEREST IN SERVING PROBATION IN THE STATE OF INDIANA.**

**Postmark, FAX or Email by Friday July 7, 2017 to:**

Steve Keele steve.keele@co.allen.in.us Work: (260) 449-4146 Fax: (260) 449-4146