



Ohio Identification Officers Association

(State of Ohio Division of the IAI)
International Association for Identification



OIO Operations Manual

Policy Statement

This Operations Manual is meant as a guideline for operation of the Association in addition to the duties specified in the Association By-Laws. No manual is capable of addressing every situation which may arise; Association activities should adhere as closely as possible to these guidelines while allowing for flexibility when necessary.

This manual is to help define specific duties for the Officers of the Association.

Changes to this manual must be approved by the Executive Board.

Executive Board

Consists of Elected Officers, Appointed Officers and the Board of Directors

Scope

The defined roles must be carried out to ensure obligations to the membership are met.

Each person's responsibilities affect another person's role. If an Officer cannot perform their responsibilities, they are required to inform the President and make arrangements for another Officer to perform their tasks.

The Conference Guidelines are considered part of this Operations Manual.

Duties of Officers

Elected Officers

President

- The President shall preside at all meetings of the Association and will preserve order and decorum.
- They will appoint vacancies, standing and special committees.
- Annually appoint an audit committee for the books of the Treasurer. The audit and report may be conducted at the Annual Conference when feasible.
- Responsible for introduction of speakers at the Annual Conference or appoint another Board Member to do so.

Vice Presidents

- Will render aid to the President as needed.

- 1st Vice President shall assist the President in all actions of the Association.
- 2nd Vice President shall be responsible for the preparation of all attendance and workshop certificates for those in attendance at the Annual Conference.
- 3rd Vice President shall maintain a current stock of Association merchandise and will also manage an online option for ordering as needed. They are responsible for all sales of such merchandise and will provide to the Treasurer monies, if not received electronically, and inventory of all merchandise sold.

Secretary

- Will be responsible for completion and timely submission of all reports to the parent body (IAI), unless designated to another Board Member.
- Arrange for the purchase of any plaques, awards and badges as needed by the Association.
- Responsible for the design and printing of the Annual Conference brochure.
- Responsible for, in conjunction with the Treasurer, the distribution of the Membership Directory.
- Responsible for storing and maintaining the Association banner and Charter, and for transporting and displaying these items at the Annual Conference or other Association events.
- Maintain Association records as designated in the By-Laws according to best practice retention times for non-profit organizations. This is typically seven years for course of business records, with foundational documents retained indefinitely (charter, state registrations, By-Laws/Constitution and amendments). Documents may be submitted to the Historian for long-term retention.

Treasurer

- Maintain an up-to-date list of current and delinquent Members.
- Responsible for, in conjunction with the Secretary, the distribution of the Membership Directory.
- Maintain active checking and savings accounts in the name of the Association.
- Responsible for distribution of scholarship application forms and payment of awards.
- Maintain a current inventory of all equipment owned by the Association, or designate to another Board Member.
- Maintain Association membership, accounting, and tax records as designated in the By-Laws according to best practice retention times for non-profit organizations. This is typically seven years for course of business records, with foundational documents retained indefinitely.
- Ensure, with the Conference Committee Chair, that the Annual Conference is conducted within a reasonable budget.

- Approve, with the Conference Committee Chair, any expenditures concerning the Annual Conference.

Sergeant at Arms

- Responsible for door security and election duties as outlined in the By-Laws.
- Responsible for coordination of adequate refreshment items at the Annual Conference hospitality room. They will inventory items on hand ensure delivery of hospitality items prior to the beginning of the conference.

Board of Directors

- They will assist with the operation of the Association and will act in an advisory capacity to the President.

Appointed Officers

Student Liaison

- Will promote the Association through contact with schools, colleges and universities and will promote Associate Membership among students.

Newsletter Editor

- Will publish a quarterly newsletter of the Association and will promote the exchange of information and announcement of the Annual Conference and other Association business.
- Will seek advertisements from legitimate forensic or closely related companies in order to support the activities of the Association. Rates will be determined by the Executive Board and pricing will be available on the Association website.

Historian

- Will safely and securely maintain all archived materials of the Association.
- Assist at the Annual Conference when requested.
- Take photographs as the Annual Conference and Association events for publication and historical value.
- Retain Association historical knowledge or research any requested information from archived historical materials.

Conference Committee Chair

- Coordinate the Annual Conference and will ensure, with the Treasurer, that the Annual Conference is conducted within a reasonable budget.
- Approve all contracts concerning the Annual Conference and will, with the Treasurer, approve any expenditures concerning the Annual Conference. The Chair may designate another Board Member to act as signatory to any contracts.
- Advise the President to appoint additional Conference Committee Members deemed necessary.

- Ensure that the Conference Guidelines are current and up-to-date.
- Promote vendor participation and attendance at the Annual Conference, or designate to another Board Member.

IAI Division Representative

- Maintain, with the Secretary, communication with the IAI.
- When possible, attend the annual IAI Conference and attend the IAI Division and Membership Meetings.
- Communicate information from IDNews or other IAI communications to the OIO President and Executive Board.

IT/Website

- Responsible for registration and necessary maintenance of the Association website: www.oioa.org and/or www.ohioidentificationofficersassociation.org
- Update website as needed to reflect current Board Members and promote the Annual Conference and other training opportunities or Association business.
- Maintain Association computers as needed
- Ensure functionality/setup of all Association-owned equipment at the Conference

Social Media

- Manage Association accounts on various platforms as determined by the Executive Board.
- Use Social Media as appropriate to promote the Association, Membership, the Annual Conference, and/or training and relevant topics.
- Responsible for appropriate privacy settings, membership and posting restrictions, and monitoring as needed.

Association Applications

Applications for Membership, Distinguished Membership, and scholarships are submitted to the Treasurer, either online or on a hard copy form. The Treasurer will forward the information to the Executive Board for voting, either electronically or at a Meeting of the Association.

If the Annual Conference is in September, any Membership Applications received and approved at the Annual Conference, or received from attendees prior to September 30, will have the annual dues applied through the end of the next calendar year.

Membership cannot be transferred between individuals, even when employed by the same agency. Upon request, multiple members of the same agency may apply for membership in a group format.

Annual Dues and Application Fee

Annual membership dues will be \$25.00. An additional fee of \$5.00 will be applied to new applications.

Scholarship

The Association Scholarship will be a minimum of \$500, and one scholarship may be awarded annually to a college student as outlined in the By Laws. The Executive Board will vote on the final amount to be awarded.

Due dates for applications will be determined by the Executive Board and published on the Association website and in the Association Newsletter.

IAI Certification

The Association supports the IAI Certification Program and will follow the operations of the IAI Certification Committee, to include providing space for testing or training at the Annual Conference when requested.

The Association will assist with coordination of proctors for certification tests as able.