



Torch Run Director Job Description

The Torch Run Director is a career law enforcement individual, who has clearance, time and resources to coordinate and manage a large special project, Montana's Law Enforcement Torch Run. This person is a team player experienced in handling committees, deadlines and projects. The Torch Run Director is elected by a majority vote of the Executive Committee.

Responsibilities:

- Chair of the Executive Committee, providing orientation, job descriptions, direction, team building, leadership, motivation, etc.
- Oversee and update the MT LETR Policies & Procedures
- Strategic Planning, annual plans
- Monitors budget to ensure funds are on track to reach budget
- Working with SOMT, selects officer to represent LETR on the SOMT Board of Directors
- Maintains constant contact with State Liaison through reports, telephone calls, text and e-mail.
- Encourages teamwork and collaboration among law enforcement.
- Work with State Liaison in soliciting state sponsorships.
- Works with State Liaison to ensure proper accounting and timely forwarding of reports to Special Olympics International.
- Works through Executive Committee in selecting an honorary chairperson and ensures his/her inclusion in special events, publicity, etc.
- Works through Executive Committee in selecting Assistant Directors.
- Works with Assistant Directors in selecting Regional Coordinators.
- Sets up calendar for all Executive Committee meetings and ensures communication between committee members and others is timely and complete.
- Works with State Liaison to ensure proper use of logos and names on all materials.
- Works with State Liaison & Assistant Directors to invite officers to attend the International LETR Conference. Attends International LETR Conferences and leads the Montana delegation at the conference.
- Works with the State Liaison, Assistant Directors and committee to plan the annual MT LETR Kickoff Conference. Attends the conference, providing training, leadership and motivation to law enforcement.
- Recruit, recognize and retain law enforcement through presentations at MLEA, attending the law enforcement association conferences, meetings with agencies across Montana and meeting with the Attorney General.
- Attends state-wide special events or delegates Assistant Director to attend on their behalf.
- Maintains personal contact with Assistant Directors through phone calls or e-mail at least monthly.
- Other duties as directed by the Executive Committee.
- Law Enforcement person who is committed to LETR/SOMT.



Law Enforcement Torch Run®
TORCH RUN DIRECTOR
Volunteer Application Form

Name: _____ Phone: _____

Agency/Organization: _____ E-Mail Address: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Number of years involved with Torch Run: _____

1. Please tell us about your involvement with the Torch Run? (Be specific and highlight activities, accomplishments, money raised, sponsors acquired, etc.) _____

2. Please tell us about your involvement with Special Olympics? (Be specific and highlight activities, positions held, accomplishments, volunteerism, etc.) _____

3. Why are you interested in the position of Torch Run Director? _____



4. What attributes (i.e. skills and qualifications) would you bring to the position of Torch Run Director? _____

5. As Torch Run Director, what would be your vision for the future of the MT LETR and SOMT? _____

6. Please share any other information you believe the search committee should know about your interest in this position: _____

Applications are due:
AUGUST 18, 2021

Special Olympics Montana
Attn: LETR Torch Run Director
PO Box 3507
Great Falls, MT 59403
(406)564-2072 | Fax: (406) 454-9043
snoland@somt.org