



Colorado Certified Records Network

“Accreditation through Certification for Law Enforcement Records Professionals”

2021 BOA Responsibilities

Conference Advisor: Roxie Morris

Speaker and presentation facilitator
Facilitate travel arrangements for speakers
Budget

Recertification Advisor: Roxie Morris

Maintain recertification database
Send confirmation letter for recertification completion

Testing Advisor: Kathy Walters

Grading CORA tests & CORA pass/fail letter
Grade exams for training seminars (all tests purged after 60 days)
Website management

Membership & Master Advisor: Kathy Walters

Database Management (seminar, membership, & initial certification)
Print and mail Master Certificates and letter
Create quarterly newsletter and registration/membership documents

Jennifer Degenhart:

ALERT/SAM chairperson and liaison

All Members:

Seminar Logistics (West Slope / Front Range)

- ✓ Facilitate with host agency & supply them with ‘Host Agency Responsibility’ list
- ✓ Facilitate printing of training seminar material and exams
- ✓ Seminar Registration
- ✓ Email registration confirmation upon receipt & one week prior to seminar
- ✓ Put together maps, directions, restaurants, hotel info, etc for attendees
- ✓ Buy appropriate door prizes and speaker gifts

Attend annual board meeting with ALERT/SAM (conference call or travel)

Financial ability to attend at least one training seminar per year

Research outside funding options

Research new venues and speakers

Proof written documents

Assist other BOA members with their responsibilities when needed

Create and maintain marketing material as needed

Promotion of organization as needed

Purchase supplies; liaison with ALERT/SAM treasurer