

**Position: Provincial Director, Ontario Law Enforcement Torch Run**

General Responsibilities:

The Director of the Ontario Law Enforcement Torch Run (OLETR) is accountable to oversee and guide the provincial Torch Run program working in partnership with the Torch Run Manager and Special Olympics Ontario President & CEO.

Summary of Accountabilities:

The Director of the OLETR is a volunteer position which acts as an important member of the provincial leadership team for the Torch Run. Working closely with LETR/SOO Staff, the Director will oversee the Torch Run Operations Committee and Zone Coordinators and work with them on their ongoing initiatives. The Director will also sit on the OACP Torch Run Executive Committee and provide insight into provincial initiatives.

Additional Responsibilities:

- Liaise with the Torch Run Manager on daily activities, partnerships and strategic direction of the Torch Run
- Attend annual events in person: International Torch Run Conference (September) Provincial Zone Coordinators Meeting (October/November), Provincial Workshop (January), National Torch Run Meetings (May) and OACP Annual Conference (June). *\*All meeting expenses will be covered by the OLETR.*
- Conduct quarterly conference calls with the provincial Operations Committee
- Strategically address issues with Law Enforcement Officers/Agencies as they arise as it pertains to Torch Run events, incidents, volunteers etc
- Lead efforts for succession planning to ensure ongoing success for the Torch Run
- Continually represent the OLETR and Special Olympics Ontario in the highest regard

Qualifications:

- Strong oral and written skills to effectively deal with all aspects of the Torch Run
- Good presentation skills
- Self-motivated and passionate about the advancement of LETR and Special Olympics

- Previous or current Torch Run involvement
- Be in good standing with his/her current Service/Agency

## OLETR Director Application

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Name:

Law Enforcement Agency:

Address:

City, Province, Postal Code:

Phone:

Mobile:

Email:

## Application Questionnaire

Please list two references from the Law Enforcement or Special Olympics community – one must be that can speak to your qualifications.

### REFERENCE 1:

Name:

Address:

Phone:

Email:

**REFERENCE 2:**

Name:

Address:

City, Province, Postal Code:

Phone:

Email:

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All candidates please answer each of the questions below to highlight activities, contributions, accomplishments, length of service and volunteerism positions held. Please be specific and provide examples as necessary. Include any special skills, training, or experience that directly relates to current LETR initiatives or efforts. Use additional space if needed.

1. Total number of years associated with the Law Enforcement Torch Run®:
2. List your position(s) with the Law Enforcement Torch Run® or Special Olympics, the number of years of service in each position, and how you have furthered the mission of the LETR.
3. Describe what you would bring to the Law Enforcement Torch Run® as the OLETR Director. If provided the opportunity to become the Director, list some initiatives and goals for the 3 year term you would implement.
4. What would be your greatest asset in the role of OLETR Director?
5. Provide a Letter of Support for the position from your Chief/Senior Command.

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### **Application Deadlines and Terms**

To be considered **all criteria** must be completed and the nomination application must be received no later than 5:00pm on **October 11, 2019**. Please send your application to OACP Torch Run Executive Committee Executive Secretary Glenn MacDonell via email: [glennm@specialolympicsontario.com](mailto:glennm@specialolympicsontario.com) or by mail:

ATTN: Glenn MacDonell  
Special Olympics Ontario  
65 Overlea Blvd, Suite 200  
Toronto, ON  
M4H 1P1

The OACP Torch Run Executive Committee will review all completed applications and make the selection for position of OLETR Director no later than: **November 30, 2019**.

The successful candidate will assume the role of **Director-Elect** in January 2020 for a 6-month mentorship with the current Director and assume the role of **Provincial Director** in **June 2020** at the OACP Annual Meeting. The term will expire in **June 2023**.

### **Summary of Deadlines and Terms**

Application Opens: September 9, 2019  
Application Deadline: October 11, 2019  
Selection Notification: November 30, 2019  
Director-Elect Term: January 2020 – June 2020 (6 months)  
Director, OLETR: June 2020 – June 2023