



6066 Shingle Creek Parkway #344 • Brooklyn Center, MN 55430 • BackingtheBlueLine.org



STANDARD OPERATING PROCEDURES (SOP) 2018

BOARD of DIRECTORS

There are 4 Board of Directors (BOD) that share equal voting rights in regards to proposals brought forth by the committee chairs and/or paid members. The BOD is responsible for the strategy, growth, and protection of the organization and its members. General BOD e-mails can be sent to BackingtheBlueLine@gmail.com.

Current BOD

Brooke L, President. Elected December 2016, term ends 2019. The President can be e-mailed at BtBLPresident@gmail.com.

Heather H, Vice President. Elected July 2017, term ends 2020. The Vice President can be e-mailed at BtBLVicePresident@gmail.com.

Carine S, Treasurer. Elected June 2017, terms ends 2020. The Treasurer can be e-mailed at BtBLTreasurer@gmail.com.

Meghann R, Secretary. Elected January 2017, term ends 2020. The Secretary can be e-mailed at BtBLSecretary@gmail.com.

Elections

The President, Vice President, Treasurer and Secretary (BOD) positions are all elected positions. All paid members in good standing are eligible to participate in the election.

All BOD positions are three year terms. The three year terms is initiated when the elected official is installed at the monthly meeting by the current BOD.

Suggested Timeline for Elections

Open position is announced via FB and e-mail to all BtBL paid members.

At least 20 days should be given for applications of the open position to be submitted, when possible.

Applications should be sent to the BtBL Secretary if she is not one of the applicants. If she is one of the applicants, all applications should be sent to an

alternate Board member not involved in the election. (President, then Vice President, then Treasurer.)

The slate of candidates shall be presented at the following monthly meeting and then announced on Facebook and through e-mail.

The general membership shall be afforded the opportunity to ask questions of the candidates in an anonymous fashion. The candidates shall have equal opportunity to answer the questions and the answers will then be shared in writing with members.

Voting will take place no less than 15 days and no more than 30 days after the candidates have been announced.

Voting shall be done by secret ballot. This can be done through electronic anonymous voting such as Constant Contact or Survey Monkey.

Voting shall be open for at least 4 days.

The winner of the election will be the candidate with the majority of the votes.

The winner of the election shall be installed at the following BtBL monthly meeting by the current BOD.

*The BOD reserves the right to amend the above suggested timeline based on the needs of BtBL.

It is suggested and encouraged that the outgoing Board Member train in the elected officer to the best of her ability including providing her with the appropriate BtBL electronic accounts and passwords.

Monthly Meeting

All supporters and members are welcome at the monthly BtBL meeting. Meetings are typically held the first Friday of the month at 6pm. The current meeting location is the Ramsey County Training Room/Water Patrol Office in Little Canada, MN (5 S Owasso Blvd E, St Paul, MN 55117-104)

Committee chairs are to submit updates for the meeting agenda the Monday prior to the Friday meeting (as requested by the Secretary) and meeting minutes are posted to the private Facebook page within 1 week of the meeting.

Request for Proposal (RFP)

No partnerships, Requests for Proposal, nor any contract where the contractee stands to make a profit from doing business with BtBL will be considered with any BtBL member, supporter, nor LEOW. All potentials for a conflict of interest with an RFP must be made known to the BOD prior to negotiations with the interested party.

Votes (Committee Proposals)

All proposals/requests for a vote by the BOD are to be submitted using the Vote Tracker form. (<http://bit.do/BtBLBODVotes>)

COMMITTEES

Each committee within BtBL will have a Committee Chair. Committee Chairs hold a two year term and are appointed by the BOD and are required to attend 75% of monthly meetings. Chairs, sub-chairs, and group coordinators have written job descriptions, are required to be paid members, and are required to sign a Code of Conduct form each year.

BtBL utilizes Facebook, Google/Gmail, Sign Up Genius, Constant Contact, and Hoot Suite primarily for storage/communication. All accounts remain the property of BtBL, and all logins/passwords are retained by the Secretary. It is expected that BtBL documents are stored on Google Drive, not personal computers.

Leadership Positions

We strongly encourage our leaders to not commit themselves to more than one law enforcement related leadership role in two similar organizations. The BOD reserves the right, if they are unable to fulfill their role within BtBL, to ask them to step down. It is the duty of the leader to disclose any role to the BOD that could potentially be a conflict of interest for their leadership role with BtBL, such as but not limited to: roles involving securing sponsorships and donations.

Blue Line Ball

The Ball Committee can be contacted at the following addresses:

Ball Chair: BtBLBall@gmail.com

Fundraising/In-Kind Donations Sub-Chair: BtBLBallDonations@gmail.com

Sponsorship Sub-Chair: BlueLineBallSponsor@gmail.com

Marketing Sub-Chair: BlueLineBallMktg@gmail.com

Program/Volunteer Sub-Chair: BtBLBallVolunteers@gmail.com

Raffle Sub-Chair: BtBLRaffle@gmail.com

The Blue Line Ball chair will work closely with the BoD (particularly the Vice President) and any outside consultants to plan and hold the Blue Line Ball annually. The Ball Chair will coordinate, plan and execute monthly in-person meetings with all Ball sub-chairs. The Fundraising and Sponsorship Sub-Chairs will oversee the Fundraising Sub-committee.

The Blue Line Ball budget shall be coordinated with the BOD no later than September 1st the calendar year prior to the ball event.

Donors

Previous year non-Ball donors/sponsors will be offered tickets to the next year's ball according to 1/2 our current Ball donor incentives. Therefore, if someone donated \$5k in 2017, in 2018 they'd get the ball incentives for \$2.5k.

Law Enforcement Officer Wife of the Year (LEOW)

A Law Enforcement Officer Wife of the Year (aka Police Wife of the Year) shall be named at each Blue Line Ball. Eligible leadership will be determined by the BOD (BOD are not eligible for this award) and paid members will be invited to vote for the LEOW of the Year as well as offer reasons why they are voting for this LEOW. The LEOW of the Year shall be presented with their award at the Blue Line Ball.

The LEOW of the year shall be nominated by the following criteria:

Attends monthly meetings as required by their position.

Has been in a leadership role with BtBL one year prior to the date of nomination

Goes above and beyond their job description to help the organization

Has good leadership skills

Is a good team player

Has good relationships with outside vendors/contractors that do business with BtBL

Emanates our mission statement

Encourages the growth of the organization by inviting supporters to join BtBL as members

Is supportive of the law enforcement community

Attends BtBL sponsored events outside of regular meetings

Is supporting of their LEO and the lifestyle that this profession brings.

Support

If there is an event held, the family will be offered 2 complimentary tickets to The Blue Line Ball following an LODD.

Community Engagement

Community Engagement requests are to be submitted to the Community Engagement chair. Small events are held throughout the year and all profits are used to support the BtBL mission and vision. Profit generating events can be held for a specific committee to generate funds or to add to the general fund. The

Community Engagement chair can be e-mailed at

BtBLCommunityEngagement@gmail.com

Annual fundraisers include the Sunshine 5K, the Patriot Ride, Wild Bill's Guns and Hoses event, and the Law Enforcement Appreciation Event.

The Community Engagement chair will maintain positive relationships with partners and sponsors, communicating on a regular basis with contact person(s), offering assistance and volunteers to ensure successful events. In addition, the Community Engagement Chair will seek out new partnerships/sponsors/money generating opportunities.

The Community Engagement chair may also serve as a point of contact for LE offices/departments within the state, encouraging community engagement at events.

Family Support (FS)

Notification of family support events should be submitted to the family support chairs through the Family Support FB page, by e-mailing BtBLFamilyCare@gmail.com and BtBLFamilyInfo@gmail.com or by the support request form found on BtBL's website and in the pinned post in the private Facebook group (<https://www.backingtheblueline.org/support-request>)

Committee Member Criteria

A training session will be held at least twice a year for family support committee members. Members of this committee are required to attend at least one training session as offered in order to remain in the committee.

Levels of Support

The Family Support co-chairs will coordinate the contact with the LEO/Dept/family involved in the event on behalf of BtBL. No events are to be posted in any BtBL groups nor on any BtBL pages until the family has been notified (such as when the incident is released by mainstream media.)

Line of Duty Death (LODD)

Family Support will make contact with the family one week after the funeral of the fallen officer to offer services and support through Backing the Blue Line (unless contact has been already initiated by LEMA, FOMR, or the family themselves). A fundraiser for the family will be initiated by BtBL through its selected fundraising website. The entire amount of money raised for the family will be given to the family in the form of a check upon closing of the fundraiser, minus any required fees of the selected fundraising web service. In addition to the fundraiser funds,

BtBL will provide the following support for the first year up to \$1000 from it's own funds. If funds are not available due to unforeseen circumstances, BtBL will set up it's own fundraiser, separate from the family fundraiser, to help offset cost. An example of the way the \$1000 budget can be spent, however it will depend on the family and their needs/wants:

Monthly support of \$50 with card (other arrangements will be considered depending on the family's needs for the same amount)

\$100 Thanksgiving Support

\$200 Christmas Support

\$25 Birthday Support

Card on Anniversary and small gift if there is money left in the family budget.

In addition to financial support, Family Support will provide donated services that the family may need such as cleaning, home improvements, meals, lawn service, snow removal, etc. if donations and volunteers are available. If the family chooses to decline Family Support services, the money from the family fundraiser will be issued to them, but no other funds or support will be provided and will be retained by BtBL Family Support to use on a future LODD.

If there is an event held, the family will be offered 2 complimentary tickets to The Blue Line Ball following an LODD.

LOD Critical Injury

Comfort Basket (up to \$125 value) delivered to LEO/family in the hospital for a critical injury or injury requiring a 2 or more day hospital stay. A meal may also be delivered if a donation from a local restaurant is available.

LOD Non-Critical Injury:

Care package (up to \$75 value) delivered to LEO/family for a significant injury resulting in a One day hospital stay, surgical repair, or an extended amount of time off duty to recover.

Post Traumatic Stress Disorder

A care basket (up to \$125 value) will be delivered to any law enforcement officer suffering from Post Traumatic Stress Disorder due to any law enforcement work related incidents. Law enforcement officers do not need to be medically diagnosed but do need to show signs/symptoms of PTSD. Total support shall not exceed \$125.

Medically Retired Officers

Upon notification that a law enforcement officer needed to medically retire, Backing the Blue Line shall send a card with offer of assistance along with a monetary support of \$100

Injured Officer Non-LOD

Covered injuries/illnesses: cancer, car accident, mental health, and other events that cause injury to no fault or control of the injured officer will be considered on a case-by-case basis.

Card with offer of assistance from BtBL along with a monetary gift of \$50**

Injured K9 Officer LOD

Upon notification of an injured K9 officer while on duty, BtBL will send a monetary gift of \$35 in the form of a gift card and card with offer of assistance to the K9 handler or department.

Unexpected Non-LODD

Upon notification/request for support, if a current licensed and active LEO should die in an unexpected manner (i.e. heart attack, accident, suicide, etc.) the surviving family shall receive a gift of \$200 along with a card for assistance. This would not include retired LEO's or deaths that were expected in nature (i.e. long term illness).

Officer Involved Shooting

Upon receiving request for assistance, Family Support will send a card offering assistance to the departments involved and will send a small gift similar to a St. Michael coin to all officers involved in the shooting of an individual(s.)

Illness/Injury of BtBL Member (including children)

Covered injuries/illnesses: non-routine hospital stays longer than 2 days, cancer, car accident, mental health.

Card with offer of assistance from BtBL, \$50 monetary support per incident.

Hospice/Death of Child

Upon notification/request for support, the LEO and family shall receive a monetary gift of \$50 (BtBL blanket if available) and offer of support from BtBL. Any child, 18 years and younger, of a LEO in Minnesota would be eligible, mother's membership from BtBL will not be a deciding factor.

Death of a BtBL Member

Bouquet of blue roses to funeral, card with offer of assistance from BtBL to the family, \$100 monetary support.

Cards with Offer of Assistance

Upon notification of a LEO or LEO family in need, a card with an offer of assistance from BtBL will be sent to the family, regardless if they will be a recipient of monetary support in accordance with the SOP.

Meal Train Support

In order to ensure continued participation in meal trains set up by BtBL, upon request by the member, family support will offer a \$10 gift card after the member provides a total of three meals for meal trains in one year. It will be the member's responsibility to track and make the request for the gift card.

Not So Blue Christmas (NSBC)

BtBL will accept nominations for a law enforcement family in need of extra love, support, and holiday cheer. Paid members will vote and a family will be selected to be the recipient of gifts, monetary donations, food, etc. Upon notification of the selected family, Family Support will work with the family or someone designated by the family to meet their needs. BtBL will provide \$1,000.00 in funds for this project. Additional funds and gifts will be collected through fundraising.

Not So Blue Christmas - Christmas in June (Summer Program)

Similar to the NSBC program, BtBL will accept nominations for a law enforcement family in need of extra love, support, and cheer in the summer months. Paid members will vote and a family will be selected to be the recipient of gifts, monetary donations, food, etc.

Projects could be home improvement related, yard related, auto repairs, etc. Upon notification of the selected family, Family Support will work with the family to meet the current needs of that family. BtBL will provide \$500.00 in funds for this project. Additional funds, services, and products will be covered through fundraising as needed.

**Dependent on availability of funds

NSBC/CiJ:

*Will be up to BOD discretion if an officers condition is unknown.

**Families previously receiving NSCB funds will not be eligible for a second nomination for the same condition.

***Any additional fundraising can be facilitated through BtBL

Regional Blue Angels

In addition to regular Family Support Committee members Family Support will have 87 Regional Blue Angels, one for each Minnesota county. Regional Blue Angels are required to be paid Backing the Blue Line members and required to attend yearly training sessions. Regional Blue Angels are expected to facilitate, assemble and deliver care baskets for their county and/or find another Backing the Blue Line Family Support committee member to do it. Regional Blue Angels will also participate in helping Family Support co-chairs find help for any LEO/LEO family within their county needing extra help (meal trains, yard work, resources, house projects..etc, those volunteers do not need to be paid BtBL members). Regional Blue Angels are expected to behave respectfully, professionally and compassionately while dealing with LEO's and their families and making sure anyone who represents BtBL and the Family Support Committee within their county does the same. Regional Blue Angels will keep all information they receive private and not share information with others unless they are told by BOD, Family Support Coc-hairs or LEO's themselves that it is okay. Failure to be confidential will result in removal from their position. Regional Blue Angels shall be actively involved in spreading the word about BtBL and how we can help LEO's and their families. All Regional Blue Angels will work under the Family Support co-chairs. Any Regional Blue Angels unable to keep up with their commitment will be asked to step down. Regional Blue Angels will be chosen on a first come first serve basis. If multiple people are interested, their names will be kept on a list for future use or if their Regional Blue Angel steps down.

Fallen Officer Memorial Rose (FOMR)

FOMR Chair can be e-mailed at BtBLMemorialRoses@gmail.com.

FOMR Sub-Chair can be e-mailed at FOMRSub@gmail.com.

Line of Duty Deaths (LODD)

BtBL supports all MN Law Enforcement Officers killed in the line of duty. BtBL provides and hands out 2000 blue roses at the funeral of the fallen officer. LEMA is the only contact with the family and will contact the FOMR committee chair as funeral arrangements are prepared. BtBL will follow the wishes of the family and LEMA.

Upon receiving a request from LEMA, the FOMR committee will:

Arrange a location, date and time for rose preparation.

Handle logistics of ordering and picking up materials needed.

Create a Facebook/Sign Up Genius invitation requesting volunteers to help spray and prep roses.

Arrange a time and location for the funeral volunteers

Create a Facebook/Sign Up Genius invitation requesting volunteers to pass out roses at the funeral service.

Hold a mandatory training session prior to the funeral service for all volunteers handing out roses. It is a requirement to be on time and attend the training to be able to pass out roses, no exceptions will be made.

Volunteers MUST:

Be paid BtBL members

Follow all instructions of the FOMR committee

Review and agree to the BtBL Rose Prep guidelines and BtBL Funeral guidelines. The guidelines are located in the files section on the Facebook page and will also be re-posted when the invitations are sent out.

Following the funeral of a LODD, Family Support committee will take over supporting the surviving spouse for the following year as outlined in the Family Support guidelines.

FOMR will provide two dozen blue roses to the gravesite on the one-year anniversary of the LODD. On the second through tenth anniversary FOMR will provide two dozen blue roses to the fallen officers spouse and family. A card will also be mailed or delivered to the spouse/family. For a non-LODD that BtBL was involved in, a card will be sent on the first anniversary.

Non-Line of Duty Deaths (Non-LODD)

BtBL supports the Non-Line of Duty Death of any active or retired MN Law Enforcement Officer referred to BtBL.

If BtBL is requested by the surviving family to hand out blue roses at the fallen officer's funeral, BtBL will fundraise for 500-750 roses to be passed out at the funeral depending on the projected amount of attendees, with all expenses paid by the family.

If BtBL is informed of a Non-LODD through a member, BtBL will send a bouquet of blue roses (\$40) to the family.

K-9 Death

BtBL supports the death of K-9 Officers, both active and retired, through a card and bouquet of blue roses (\$40) sent to the handler. Any member of BtBL may make a request for BtBL to consider providing roses for a K-9 death, including LODD, Non-LODD, active and retired K9 officer deaths. All requests for roses

should be submitted via the online form (<https://www.backingtheblueline.org/support-request>) and can be completed by anyone.

Legal Support

Legal support is administered by Betsy Larson and/or Nick Rekieta. Any legal requests should be submitted to the BOD and then will involve legal representation when necessary.

Marketing

The Marketing Team can be reached at the following addresses:

Marketing Chair: BtBLMarketing@gmail.com

Marketing Sub-Chair: BtBLMarketingSub@gmail.com

Website Coordinator: BtBLMarketingContent@gmail.com

Newsletter Coordinator: BtBLMarketingNews@gmail.com

Constant Contact Specialist: BtBLMarketingData@gmail.com

Public Relations, Google Voice Specialist: BtBLMarketingPR@gmail.com

Facebook/Social Media Scheduling Specialist: BtBLMarketingSocial@gmail.com

Instagram Specialist: BtBLMarketingSS1@gmail.com

Twitter Specialist: BtBLMarketingSS2@gmail.com

Marketing requests, in any format, are to be submitted to the Marketing Chair/BOD for approval and in some cases, design/creation, and dissemination.

Social media requests are to be submitted through the Social Media Request Form (<http://bit.do/BtBLSocialRequest>)

Email requests are to be submitted through the Constant Contact Request Form. (<http://bit.do/BtBLEmailRequest>)

Posted links should use Bit.Do to shorten them whenever possible.

Formal outgoing communication from the organization, other than by the Board of Directors, needs to be approved by the marketing committee and follow the current BtBL brand standards regarding fonts, styles, and logos. Marketing is responsible for the BtBL website, brochures, events, signage, and email blasts. Any verbal or print communication with the media must be handled directly by the Board of Directors or the Marketing Chair(s). No other members may speak on behalf of BtBL to the media without the written consent of the BOD.

Backing the Blue Line, Inc. Brand Style Guide

Our organization's name may be written as:

Backing the Blue Line

Backing the Blue Line: Police Wives of Minnesota

Backing the Blue Line, Inc.

BtBL may or may not be used after organization name, but never before - "Police Wives of Minnesota."

Logos

Any version of the BtBL state logo can be used in any situation this is deemed appropriate for the medium.

The rings alone may only be used where "Backing the Blue Line" is mentioned in the same document.

Fonts

The follow fonts must be used as the primary (headline and body) fonts in a Backing the Blue Line documents:

Edwardian Script - May only be used as a headline font.

Arial - Can be used for any BtBL document, headline or body.

Link to Style Guide for Color Palette (<http://bit.do/BtBLStyleGuide>)

Membership

Supporters initiate contact with the membership chair by requesting to join the private group (<https://www.facebook.com/groups/backingthebadge/>) or when added by another member. They are asked 3 screening questions, and are required to provide basic identification for qualification via the Page Verification Form (<http://bit.do/BtBLPageVerification>) The membership chair will then approve or deny access to the BtBL Facebook group page based on membership guidelines.

Membership Chair

The Membership Chair is responsible for vetting and allowing supporters to join the BtBL Facebook page as well as maintaining a paid member list and member database. Membership can be revoked at anytime if a member no longer meets the criteria set in the bylaws or the membership guidelines. The membership chair can be e-mailed at BtBLMembership@gmail.com.

Membership Sub-Chair: Member Benefits

The Membership Sub-Chair is responsible for securing and maintaining partnerships with Law Enforcement friendly businesses who agree to give discounts to our members in exchange for advertising. The membership sub-chair can be e-mailed at BtBLMemberBenefits@gmail.com .

Supporter Requirements (Unpaid Members)

Supporters must be female and must be in a long term committed relationship or married to a current or retired law enforcement officer that works in the State of Minnesota. Supporters also must provide name, department and badge number of law enforcement officer and supporters email contact.

Member Requirements (Paid Members)

Members must be female and must be in a long term committed relationship/married to a current or retired law enforcement officer in the State of Minnesota. Members also must complete a membership application form (<http://bit.do/2017PaidBtBLMember>), adhere to the code of conduct, and submit the yearly dues requirement.

Applications are submitted to the membership chair for approval and accepted applicants are notified by email. Paid membership is calculated by the calendar year and expires every year on December 31st. There are no prorated memberships available. Any membership dues paid on or after the November Membership Drive will be credited for the following year. Membership dues paid prior to the November Membership Drive will be effective for the current calendar year. Membership Drives may occur in the spring months and in November of each year. Effective November 2015, membership dues are \$25 per person.

BtBL Private Facebook Group Guidelines

Members and supporters are required to uphold the group's privacy, security, and professionalism while posting on the page.

Admins (BoD) reserve the right to delete any content that is found distasteful, controversial, unsupportive, or otherwise deemed necessary for removal at any time. Members may be removed at any time if they no longer meet membership criteria, including not upholding group privacy or lack of professionalism in group postings.

Supporters and members are not to communicate events on any BtBL page/group until BtBL is positive the families have been notified (such as, when it is posted in mainstream news media.) If information is posted, an admin may remove that post without notice.

Additional BtBL Facebook Pages

All members of the BOD must have administrative privileges on all BtBL related Facebook pages. No sales of non-BtBL merchandise shall take place on the private BtBL Facebook page, including advertisements for products you are not personally selling. All non BtBL merchandise or merchandise sold by

members/supporters should be directed to the BtBL Commerce/Advertising page on Facebook (<https://www.facebook.com/groups/BtBLCommerce/>)

Private Facebook Group Membership Criteria

You must be female

You must be in a committed relationship with a Minnesota Law Enforcement Officer.

We do not allow "joint" or shared accounts. In order to be eligible for membership, you agree that your Facebook account is private only to you. A Facebook account with the name "SallyJim," for example, is not eligible.

Providing your LEO's badge number is required.

Of note: Significant others of retired MN officers are eligible for membership. Widows of MN officers are eligible for membership.

If you are no longer in a relationship with a MN LEO, unfortunately you are no longer eligible for BtBL membership (IE: separation, divorce.) You can remove yourself, and/or ask that the membership chair remove you from the page/database by e-mailing BtBLMembership@gmail.com

Merchandise

The Merchandise Chair shall work with the BtBL selected vendor for providing specific BtBL merchandise. The Chair will be the primary contact between BtBL and the chosen vendor. BtBL merchandise will be available for purchase via a BtBL online store and at various marketing events as needed. Any request to have merchandise for sale at marketing or community events should be coordinated through the Merchandise Chair.

Merchandise should be available for sale via in person or an online store at the Blue Line Ball and SWAT. The Merchandise Chair will work with the BOD for any new merchandize logos and to determine the proper pricing of all merchandise. The merchandise chair can be e-mailed at BtBLMerchandise@gmail.com

Social Events

Responsible for coordinating social events for the organization, oversees Fitness Group and Prayer Group on Facebook. Smaller events will be held throughout the calendar year, in addition to collaborating on membership drives with the Membership Chair. Both supporters and members can attend BtBL events. Discounts offered are for paid members attending the event (if applicable.)

The Fitness Group

The fitness group has monthly challenges or fitness teachings. Join the group here: <https://www.facebook.com/groups/BtBLFitness/>. The group can be e-mailed at BtBLFitnessGroup@gmail.com.

The Prayer Group

The prayer group offers biblical teachings/Bible studies and prayer requests. Join the group here: <https://www.facebook.com/groups/BtBLPrayer/>) The group can be e-mailed at BtBLPrayerGroup@gmail.com.

SWAT

SWAT (sweets, wine and training) is an all-inclusive weekend specifically for members to recharge and attend trainings on LEO life aspects. There are activities, training sessions, and crafts planned.

The social events chair can be e-mailed at BtBLSocialEvents@gmail.com.

Volunteers

The volunteer chair will begin a three-phase development process to update volunteer management within BtBL. The ultimate goal of the Volunteer Committee is to support BtBL at all levels with volunteer management best practices. As this is a new position as of August 2017, there will be multiple changes through August 2019.

Phase One

A macro-level assessment to determine the current needs from committees, current climate from members and supporters.

Phase Two

Based on the needs assessment, creating best processes including: refining position descriptions, providing recruitment and retention of volunteers training, developing and sharing orientations and handbooks, and updating recognition, rewards, and incentives.

Phase Three

When instated processes will be evaluated and changes will be made.

BtBL is a completely volunteer-run organization and is deeply humbled by the time, contributions, and generous heart of each member and supporter of the blue line. The volunteer chair can be e-mailed at BtBLVolunteerSquad@gmail.com.