



WOMEN LEADERS IN LAW
ENFORCEMENT FOUNDATION

GUIDELINES

WLLEF Training Advisory Committee

Purpose

The purpose of the WLLEF Training Advisory Committee is to research, vet and provide year-round training tailored to women of all ranks, both sworn and professional staff, in law enforcement.

WLLEF Co-Chair Appointment

WLLEF bylaws give the current WLLEF President authority to appoint all committee Chairs on an annual basis with appointments ratified by the board.

Committee Members

The committee will be made up of a cross-section of law enforcement (both sworn and professional staff) who have an interest in furthering the success of women in law enforcement and planning year round training.

Committee duties include, but are not limited to the following:

- Research and provide training topic ideas
- Review submitted topic ideas, workshop proposals and speaker recommendations and make selections
- Research speakers and initiate first contact with those speakers
- Attend and promote WLLEF trainings
- Interact with attendees and welcome them on behalf of the committee
- At least 1-year commitment to the committee & will abide by meeting attendance requirements
- Will be coachable, open to advice and suggestions, and make a good faith effort to follow up on recommendations
- Demonstrate honesty and have no conflicts of interest with the committee
- Be willing to receive and provide feedback



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General Committee Appointments

Committee member positions shall be publicized statewide to create a fair and equitable process. Notice for open committee member positions will be advertised statewide through CPCA staff. Interested members will submit an application outlining interest and commitment to serve on the WLLEF Training Advisory Committee to CPCA staff. Selections will be made by the WLLEF Committee Co-Chair(s).

Meetings

Meetings will be held as deemed necessary by the Co-chair(s), but no less than monthly. The Co-Chairs shall make every effort to be inclusive of all committee members when appropriate.

Attendance Requirements

The WLLEF Training Advisory Committee meets virtually monthly. All WLLEF Training Advisory Committee members cannot miss more than 2 unexcused meetings per calendar year. If you are going to miss a meeting, please let either the co-chair(s) or a CPCA team member know you will be absent. The committee will be reviewed each year and those who do not meet the attendance requirements will be removed from the committee.

Conflicts of Interest

A conflict of interest occurs when a member of the WLLEF Training Advisory Committee has a working (paid or volunteer) relationship with a potential trainer/presenter that could compromise their judgment. It is not an indicator that there will be an inappropriate endorsement, but in the interest of transparency and to help other committee members form their own opinion regarding the value of the training. Committee members with a conflict of interest will state their conflict and recuse themselves from discussions involving the potential trainer/presenter.

Reporting to the WLLEF Board

The Co-Chair(s) will provide a report to the WLLEF Board at the monthly board meetings.