



## Chapter Membership Program & Application

WV APCO Chapter - Its purposes are:

To promote cooperation between discrete levels of government within West Virginia, and their various agencies, as may particularly enhance radio communications; to include law enforcement, fire, highway, emergency medical, rescue, civil defense, forestry, conservation, and other government users, and such private vendors and service agencies contributing to the public communications environment;

To foster the development and progress of the arts of public-safety communications through research, planning, training, and education; aiding and assisting the development of methods and systems for the rapid and accurate information exchange relating to criminal activity and civil crisis, or other such similar public safety needs;

To provide assistance to public-safety organizations within West Virginia in the matter of their communications requirements, and in the framing of legislation, regulatory policies and procedures pertaining to public-safety communications;

To lend support to, create interest in, and foster expansion of the Associated Public-Safety Communications Officials International, Inc., providing for membership therein in accordance with the current statements of its Constitution and By-Laws, and such future criteria as may be established by the national parent organization;

To pursue the highest professional performance in serving the public need for safety of human life, protection of property, and timely response of government to citizens.

To make formal petitions, by way of resolutions in the proper format, and following established requirements, at such time as it is felt that changes are needed in the Constitution and/or Bylaws of the Association.

## **WV APCO CHAPTER & COMMITTEES**

The WV APCO Chapter is composed of current registered members of WV APCO. These members represent the diverse interests and success of the 911 industry in WV; engage in committees, chapter meetings, conferences, community outreach, training, etc.

WV APCO Board Members must maintain an APCO Full-Membership status during their entire commitment to the chapter; as well as standing for nomination to fulfil a position within the Chapter.

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### **SELECTION PROCESS**

Applications will be reviewed and processed by the WV APCO Executive Committee (Board) and recommendations will be provided for final review, discussion and selection; pursuant to WV APCO Chapter Bylaws; Elections are pursuant to this process.

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### **MEETINGS**

The WV APCO Board and Committees (often referred to as staff) conduct their business through a series of monthly and/or quarterly conference calls and actual sit-down meetings. The WV APCO Staff must conduct a minimum of two (2) in-person meetings per calendar year; one (1) meeting typically held at the WV APCO Conferences (Spring and Fall); and one (1) meeting during the National APCO Annual Conference in August.

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### **APPOINTMENT OF POSITIONS**

To successfully manage the various WV APCO Committees the WV APCO Board may appoint from active members: a secretary, chairperson, and other titles to oversee specific roles & responsibilities as deemed necessary to successfully manage Committees. The WV APCO Board staff shall oversee all committees.

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### **COMMITTEE & CHAPTER ENGAGEMENT**

Committees within the Chapter work on a variety of target issues such as continual improvement of the conference and exhibit opportunities in WV APCO; engagement and support of Chapter Commercial Advisory Members (CCAMs); and the providing of membership perspectives to other APCO and Public Safety Telecommunicator initiatives.

Members may be elected, volunteer, or be appointed to establish, manage, chair, cochair, or other means necessary participate with committees to identify topics, solutions, and management for successful operations of the vision, goals and objectives of WV APCO.

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## **FUNDING**

WV APCO Members must bear responsibility for payment of all costs incurred during their involvement as a volunteer in their official capacity with WV APCO.

Members seeking reimbursement or sponsorship must submit an official request with a completed budget sheet within ninety (90) days prior to the event for approval from the WV APCO Board. The consideration for request to be reimbursed or receive allocated sponsorship funding will only be fulfilled upon satisfactory completion of the course, proposed event, etc. as outlined in the request of the sponsorship application and supplied budget form.

If a Member is unable to fulfill the obligation of bearing responsibility for payment of all costs incurred during the involvement, it must be notated within the application and decided upon by the WV APCO Board for approval or denial of exceptions. Members receiving WV APCO sponsorship or reimbursement funding must provide all receipts reflecting utilization of the allocated funding, and any affiliated competition certificate(s), etc. to WV APCO within 30 days of completion or post-event.

Applicants for sponsorship must only apply for a single, one (1) event opportunity – no multi-year sponsorships will be awarded. The applicant and their agency must ensure the funding is utilized appropriately and the event seeking sponsorship funding for must be completed in full to comply with the conditions of the application. WV APCO Board reserves the right to issue disbursement of sponsorship and reimbursement funding and ensure proper management of the appropriate amount of funding issued as little as zero (0) and as much as deemed necessary by the WV APCO Board. This process is based upon the applications received and the vetting and scoring process pursuant to a case by case scenario; so long as any WV APCO Member does not exceed disbursement of \$1,500 on any given sponsorship or reimbursement in any given calendar year.

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## **DISCLAIMER**

ONLY MEMBERS WHO HOLD FULL MEMBERSHIP STATUS IN THIS CHAPTER MAY BE CONSIDERED FOR AN ELECTIVE POSITION IN THIS CHAPTER.

ANY MEMBER WISHING TO HOLD AN ELECTIVE POSITION IN THIS CHAPTER, MUST SUBMIT A LETTER OF INTENT AND APPROVAL SIGNED BY THEIR AGENCY HEAD OR DESIGNEE TO THE NOMINATING COMMITTEE PRIOR TO RUNNING FOR ANY OFFICE AND MUST BE AN EMPLOYEE OF A WEST VIRGINIA PUBLIC-SAFETY AGENCY AS OUTLINED IN THE CORRELATING APPLICATION.

A PERSON SERVING ON THE WV NENA BOARD MAY NOT SERVE ON THE WV APCO BOARD AT THE SAME TIME, UNLESS SUCH POSITION IS FOR LIAISON PURPOSES FUNCTIONING IN A NON-VOTING ROLE.

## COMMITTEES & POSITIONS

WV APCO Chapter Committees and Positions include but are not limited to:

1. WV APCO Board – Executive Committee Staff members that are elected to serve as Chapter Officers. This body is commonly referred to as the Executive Committee and/or the WV APCO Board; must maintain an APCO Full-Membership status. The officers of the Chapter shall be elected by ballot in accordance with Bylaws Article IV Section 3.
2. Executive Committee – Chapter Officers; voting members:
  - a. President
  - b. Immediate Past President
  - c. 1<sup>st</sup> Vice President
  - d. 2<sup>nd</sup> Vice President
  - e. Secretary
  - f. Treasurer
  - g. Executive Council Representative
  - h. Members at Large
  - i. CCAM – Chapter Commercial Advisory Member Chairperson
3. Special Teams and Committees: Appointed & established by the Executive Committee; non-voting members; include but are not limited to:
  - a. CCAM – Chapter Commercial Advisory Member(s)
  - b. Regional Representatives
  - c. Bylaw Committee
  - d. Frequency Advisor
  - e. Conference Committee
  - f. Finance Committee
  - g. NG911 Committee
  - h. NENA Liaison Committee
  - i. Telecommunicator Emergency Response Team (TERT)
  - j. Website Committee
  - k. Public Relations
  - l. Wellness Team
  - m. Training & Standards Committee
  - n. Nominations Committee
  - o. Awards Committee
  - p. Audit Committee
  - q. Social Media Committee
  - r. Historian Committee

## APPLICATIONS

- Applications must be completed in full and accompanied by a letter of recommendation from an agency **Director, Manager, Trainer or Supervisor on the agency's letterhead.**
- Must be currently employed or retired by a West Virginia Public Safety Communications PSAP.
- Preferred to have accumulated at least one year of experience within their capacity associated with their West Virginia Public Safety Communications PSAP.
- Applicants must be current APCO Full-Members and maintain APCO membership throughout their commitment to WV APCO Chapter.
- Demonstrate a commitment to high career standards with long term goals in public safety communications.
- Demonstrate commitment to continuing education and self-improvement for the betterment of Public Safety.
- Demonstrate commitment to: Next Generation 911 Implementation & Successful Management, Continued Enhancement of Public Safety Products, Telecommunicator PSAP Advancement, Improving 911 End-User Solutions and Products, and/or Engaging Training Solutions, PTSD and Mental Wellness of Public Safety Telecommunicators and their PSAP's.
- Submit a completed application.
- Submit a 1-page essay (containing at least 3-6 paragraphs) expressing their commitment to Public Safety, WV APCO Chapter, and their goal to achieve the volunteer position assignment and duties.
- Submit at least one (1) letter of support by the applicant's current or previous coworker, supervisor, subordinate, or field unit familiar with the applicant in a professional capacity.
- The applicant must agree and complete (within reasonable exception of unforeseen circumstances) the term limit as a volunteer commitment to WV APCO.

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## APPLICATION SUBMISSION

All applications, supplemental letters, documents, etc. must be submitted in writing or emailed to the WV APCO Board:

WV APCO  
Nicholas County 911  
511 Church St. LO2  
Summersville, WV 26651

PLEASE EMAIL TO:  
[wvapco@yahoo.com](mailto:wvapco@yahoo.com)

# WV APCO Application

Full Name:

Address: Suite:

City: State: ZIP:

Phone: E-mail Address:

Agency/Company:

Title:

Years of Service:

APCO Full-Membership ID:

WV APCO Volunteer Position Applying for:

- Conference Committee     CCAM     Board Member     WV APCO Committee  
 Regional Rep     Executive Council Rep     Other: \_\_\_\_\_

Please indicate Committee or Board Position you're seeking: \_\_\_\_\_

Have you ever volunteered for WV APCO?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Yes: When?
Does your agency support your goal of becoming a WV APCO Volunteer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Approximately how many APCO events have you attended?

## Education

High School/GED:	Year:
College:	Year:
Other:	Year:

Please list the Public Safety Certifications you possess that would supplement the position you're applying for:


## References

1- Name:	Relationship:
Company:	Phone:
Address:	
2- Name:	Relationship:
Company:	Phone:
Address:	
3- Name:	Relationship:
Company:	Phone:
Address:	

## Current Employer

Company:	Phone:
Address:	Supervisor:
Responsibilities:	
Hire Date:	
Please Select One:    Full-Time    Part-Time    Other:	

## Questionnaire

Does your agency support your goal of obtaining this position?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your agency agree to help financially support your engagement as a WV APCO Volunteer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your agency agree to provide you the time off that is needed to complete the involvements for the position you're applying for?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you agree to volunteer for WV APCO in the term limits outlined for the position?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you willing and authorized to travel to a minimum of four (4) WV APCO events per year?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you agree to serve on committees and taskforce groups with WV APCO?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you agree to serve as a volunteer during at least one (1) conference during your engagement of the position applying for?	YES <input type="checkbox"/> NO <input type="checkbox"/>

## Military Service

Branch	Dates of Service: From: _____ To: _____
Rank at Discharge:	Type of Discharge:
If other than honorable, explain:	

# Essay

Submit a 1-page essay (containing at least 3-6 paragraphs) expressing your commitment to Public Safety, WV APCO Chapter, and your goal to achieve the position applying for.



# Acknowledgement

I certify that my answers are true, accurate and complete to the best of my knowledge. If this application leads to the award of the applied volunteer position, I understand that false or misleading information in my application or interview may result in denial or revocation of application and any sponsorship funding applied to the position. I hereby approve, certify, and release all information necessary for the application process to obtain and sustain the WV APCO position I am applying for. I fully understand I am subject to criminal background checks, reference checks, employer validation, and any other means necessary to successfully validate candidacy for any WV APCO volunteer position. I agree to adhere to all rules, regulations, policies, procedures, requirements and guidelines set-forth by WV APCO. I agree to submit receipts, class records, certificates, etc. within 30 days upon completion of my involvement and commitments, sponsored events, classes, etc. funded or sponsored by WV APCO. I acknowledge that my agency must agree to support the above stated requirements regarding the success of the volunteer position applying for, including but not limited to: Supplement the remaining fiscal requirements to successfully complete the WV APCO involvement; Authorize appropriate time-off from work to attend the events and committee involvement, including attendance at a minimum – four (4) WV APCO Events per year; Supplement financial obligations to the success of travel and other arrangements for events not covered by WV APCO or sponsorship; Permit and allocate time for the participation the term limit commitment as a volunteer for WV APCO as outlined in the position applying for. I agree that at any time during my involvement in the position applied for, if I leave my role as a Public Safety Telecommunicator or professional authorized in the position, or I am fired, resign, etc. I will forfeit my position on the applied volunteer position; and any and all funds applied by WV APCO and their sponsors shall be forfeited. I also agree that if for some unforeseen circumstances I am unable to successfully complete any portion of this commitment, I will notify the WV APCO Board immediately for resolution. I agree this application is being submitted within an appropriate timeframe for consideration and review, and I understand if the time has passed a grace period that may not allow sufficient processing it may result in denial of my application. I also understand that this application is part of the due process for all applicants seeking any volunteer positions with WV APCO, and the position I am seeking may be an elected position; approval of this application does not guarantee an actual position to the WV APCO Volunteer position I am seeking; some positions must seek election after approval of this application. WV APCO is an equal employment opportunity provider. I agree and acknowledge that in accordance with Federal, State & Local Civil Rights Laws, WV APCO, its agencies, offices, volunteers, employees, affiliates, and institutions participating in or administering WV APCO programs are prohibited from discriminating against; including but not limited to: race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded or sponsored by WV APCO (not all bases apply to all programs). WV APCO Board reserves the right to effectively manage and enforce all aspects to the success of the WV APCO Volunteer Programs, Committees, etc.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **SECTION FOR WV APCO STAFF USE ONLY**

Application Acceptance Date: \_\_\_\_\_ Accepted By: \_\_\_\_\_

Approval/Denial Date: \_\_\_\_\_ Approved/Denied By: \_\_\_\_\_

All applications, supplemental letters, documents, etc. must be submitted in writing or emailed to:

WV APCO  
Nicholas County 911  
511 Church St. LO2  
Summersville, WV 26651

PLEASE EMAIL TO:  
[wvapco@yahoo.com](mailto:wvapco@yahoo.com)