



### *Agency Coordinator(s) – Role & Responsibilities*

One-to-two individuals serving as agency liaisons within his/her respective law enforcement agency.

#### **Duties:**

- Report to Regional Coordinator
- Administer qualified documentation of agency activities within LETR operational areas of focus (See Operational Flow Chart)
- Submit financial revenue and reporting to SONM LETR Liaison
- Develop and oversees internal membership growth and retention strategies
- Promote and oversee fund raising and awareness strategies
- Connect agency with SONM Area Directors and Local Program Coordinators for officer engagement at Special Olympics events

#### **About Local LETR Agencies**

Local LETR Agencies (or Agencies) are law enforcement entities deemed “active” by the LETR Executive Committee and serve as the frontline to achieving LETR growth and sustainability through implementation of strategies and tactics for membership growth and retention, development, and officer participation at SONM events.