

Michele Lish

Currently IAWP Recording Secretary Candidate for IAWP Treasurer

Occupation: (Retired) Portland Police Bureau - Lieutenant (Feb 1982 – Dec 2006)

IAWP Life Membership: 1983 – present

IAWP Conferences Attended: 1983 – present (attended every conference since 1983)

IAWP Board Participation:

- Treasurer & later President of Affiliate (Oregon Association of Women Police)
- Secretary IAWP – appointed by President Swann in 2002, successfully reelected two more terms
- Secretary IAWPF – since it's creation in 2002
- Has been a committee member of Constitution & Policies, Diversity, and Publication Committees.

Awards:

- IAWP Officer of the Year 2000
- IAWP President's Recognition Award 2008

Michele has taken many steps to improve the tasks of the Secretary position, conserve expenses, and streamline the reporting processes, including the following:

1. Saved the IAWP postage fees by insisting Board members communicated by e-mail with report submissions, eliminating the need to mail thick report packets twice a year to the entire Board, Committee Chairs and Affiliates.
2. Works with the webmaster to insure that reports are posted on the website for Board member access in a timely fashion.
3. Streamlined the minutes, created a list of action items to keep the Board on top of tasks, edited reports as needed and sent "due date" notices and reminders to ensure all required reports are received.
4. Reduced cost of meeting recording by purchasing a digital recorder for meetings rather than rent equipment for each meeting (saving of about \$6,000 per year).
5. Works with the conference committees to insure all meeting arrangements are on the schedule and the room arrangements are acceptable for the required meetings.

Michele often helps Board members with computer issues as some are not familiar with programs we use. This has made reports easier for all to write, especially after she created reference lists and a report writing guideline. Computer skills also include knowledge of QuickBooks, the program used by our Treasurer. She also has worked with the current Treasurer to reformat Profit & Loss statements, and bank statement documents for easier reading.

Michele has spent untold hours insuring that the records of the IAWP are accurate, accessible and preserved for the future. Many members of IAWP have contacted her for information, and she has always been there to respond quickly and give sage advice.

The above qualifications and actions show Michele is not only dedicated to the IAWP, but also show that she is conscientious about doing the right thing for the betterment of the Association, including creative ways to save money. This will be a real asset for a Treasurer. Michele also has had training in: non-profit laws and methods of operation, numerous computer programs, and budget management. As a Lieutenant, and sometimes Acting Captain with PPB, she managed the Day Care Center for the Bureau, supervised her Precinct's Informant Funds (including passing a yearly audit), and worked with the command staff regarding budget issues. She has the skills and training necessary to be the IAWP Treasurer and is trustworthy and reliable.

