

Minnesota Music Educators Association Criminal Background Check Policy

Approved by Email Vote 4.12.24 by the Board of Directors, MMEA

MMEA will run criminal background checks on applicants for volunteer positions that work with minors in an unsupervised setting, and those who have access to the organization's assets. Since all members of the Board are expected to serve at Midwinter Convention with youth under the umbrella of MMEA, every member of the board will have a criminal background check on file with MMEA at the start of their service term and updated annually thereafter. Criminal background checks will also be performed on applicants for all regular paid staff positions. Higher tiered background check is performed for Executive Board, Executive Director, and any staff or board position who has access to MMEA funds.

Individuals who are offered these positions will be informed that a criminal background check will be run before appointment to the position or the employment offer is final. If an individual refuses to provide MMEA with the information necessary to run a background check, they will not be placed in the position.

Felony conviction for a violent crime (for example, sexual assault, aggravated assault/battery, drugs, weapons, etc.) will be reason for not offering the aforementioned positions. For positions that have access to the organization's assets, felony conviction for financial crimes will also be reason for not offering the position. If any other court-ordered penalty (conviction, probation, deferred adjudication, etc.) has occurred in the last seven years, the MMEA Executive Committee will consider the circumstances to determine whether the individual will be offered the position.

If MMEA is notified that an individual who is being considered for a paid or volunteer position, or currently has a paid or volunteer position, has committed an offense or is subject to a court ordered penalty, MMEA may contact court offices or prior employers for public records to determine if any action is warranted.