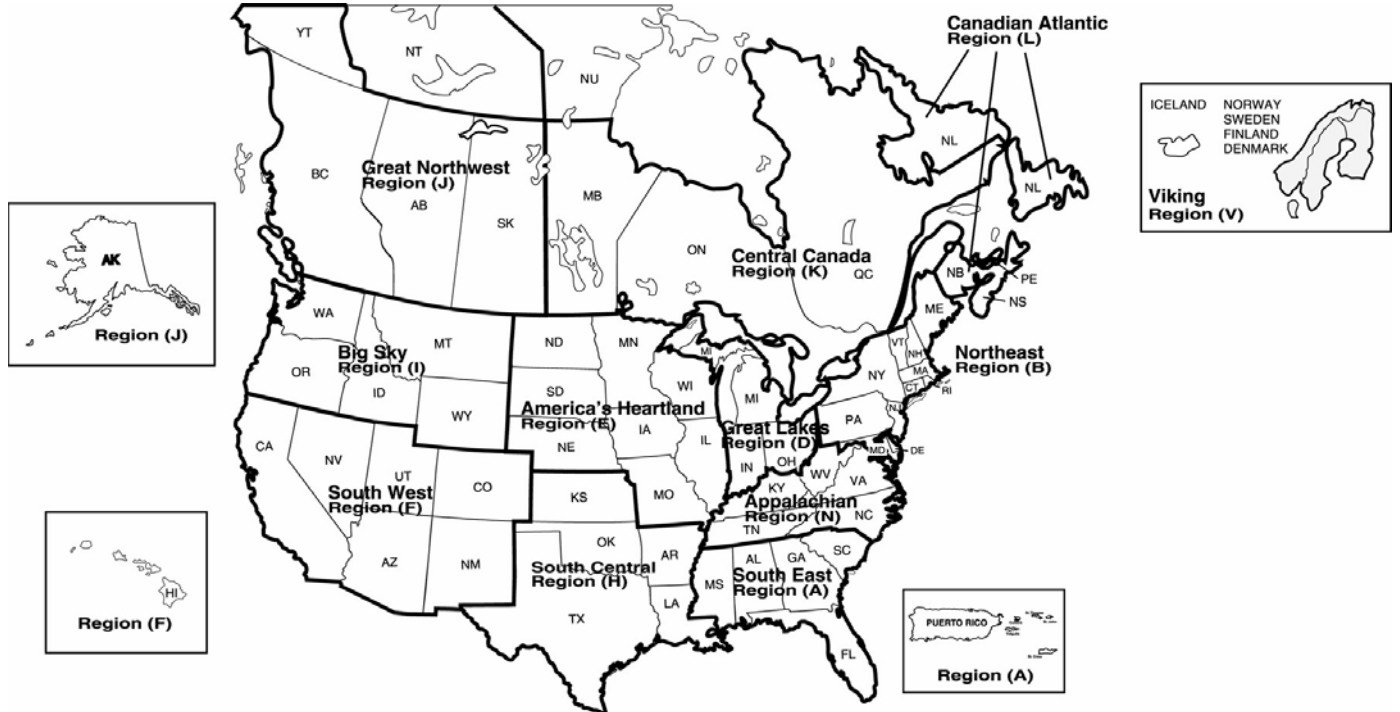




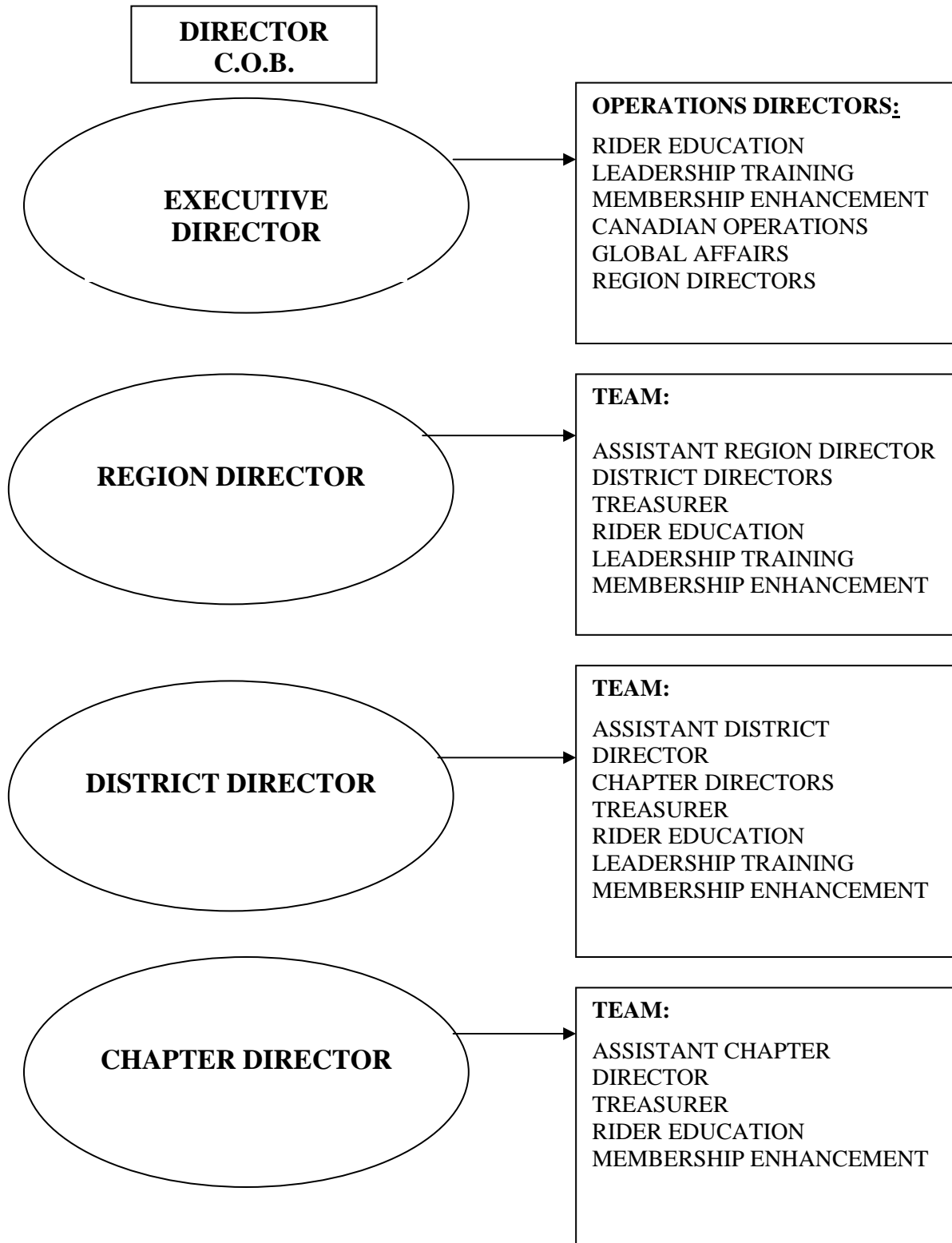
STRUCTURE AND ORGANIZATION

REGION MAP



UNDERSTANDING THE GWRRA STRUCTURE

This part of the Handbook is intended to help you understand how we are organized. It will explain a little about the Officer Network, things you will need to know before undertaking the task of organizing your office, and elaborate on the “Why’s” and “Wherefore’s” of the GWRRA policies. As with any organization, there is a certain amount of paperwork necessary for effective operation and communication...this will be touched upon also.



Gold Wing Road Riders Association “Special Interest Groups”

MISSION

To enhance the diversity of personal interests within the Association’s Membership.

PURPOSE

The primary purpose of a Special Interest Group (SIG) is to provide the opportunity and organizational support to interested GWRRA Members, to share and enjoy a common area of interest.

SCOPE

SIG’s will operate as a subdivision of the Membership Enhancement Division (MED) and will function autonomous of the operations of the Association. SIG’s can be formed when sufficient interest has been expressed to warrant the formation and operation of a SIG subdivision. The SIG will function within an operational/administrative structure designed specifically for each group. The scope of operations will be planned for each group. The organizational format of regions, districts and chapters (or local groups) should normally suffice. It is important for a SIG to not take away from the primary purpose of the chapter -- motorcycling. Some SIG’s, such as bowling, classic Gold Wings or classic cars for example, could blend very well within the chapter’s structure. Other SIG’s such as golf, scuba diving or photography may not have sufficient interest to operate within the chapter structure, and may warrant the formation of an outside group. The SIG must remember it is supplemental to the Association and that its activities not interfere with the daily operations/activities of the region, district or chapter.

STRUCTURE

The SIG Division will be headed by the MED Director with each subdivision headed by a Special Interest Group Coordinator (SIGC). The MED Director will be appointed by the Executive Director to serve at the will of the Association. The SIGC will be appointed by the MED Director with approval of the Executive Director and will serve at the will of the Association.

The MED Director may appoint as necessary and with approval of the Executive Director, an Assistant Director to support the administrative efforts necessary for the operation of the Division. The Assistant Director will act as a backup to the Director and must be familiar with the day-to-day operations of the Division. Other positions may be filled as needed by the MED Director with the concurrence of the Executive Director.

THE APPOINTING PROCESS FOR OPERATIONS LEADERS

- 1) The Executive Director interviews and appoints all Region Directors and Senior Region Directors. All Assistant Region Directors are interviewed and appointed by the Region Director with approval of the Executive Director.
- 2) The Region Director interviews and appoints all District Directors and Senior District Directors with approval of the Executive Director. All Assistant District Directors are interviewed and appointed by the District Director with approval of the Region Director.
- 3) The District Director interviews and appoints all Chapter Directors with approval of the Region Director. All Assistant Chapter Directors are interviewed and appointed by the Chapter Director with approval of the District Director.
- 4) The above represents the Operations Division of GWRRA. If the Leader resigns before tenure is complete, they should do so in writing to the attention of the appointing Office. As much prior notice as possible should be given in order to make the transition harmonious and effective.

Note: The appointment becomes official at the time the Home Office processes the paperwork.

REGION STAFF ORGANIZATION

All officers within a Region comprise the Region Operations Staff. This includes appropriate Division Officers (i.e. District Directors, Assistant District Directors, Rider Education, Leadership Training, Treasurer).

Other willing Members may accept appointments from the Region Director to fill positions that they deem necessary. Ways and Means, Rally Coordinators, Advisory Council and so forth are but a few positions that may be needed. These participants also become part of the Region Support Staff.

DISTRICT STAFF ORGANIZATION

All Operations Officers within a particular District comprise the District Operations Staff (i.e. Chapter Directors, Assistant Chapter Directors, Rider Education, Leadership Training, Membership Enhancement, Treasurer).

Other willing Members may accept appointments from the District Director to fill positions that they deem necessary. These participants also become part of the District Support Staff.

CHAPTER STAFF ORGANIZATION

All Operations Officers within a particular Chapter comprise the Chapter Operations Staff (i.e. Assistant Chapter Director, Rider Education, Leadership Training, Membership Enhancement, Treasurer).

Other willing Members may accept appointments from the Chapter Director to fill positions that they deem necessary. These participants also become part of the Chapter Support Staff.

THE OFFICER NETWORK

The organizational diagram (See page C-2) shows the overall view of our Officer Network. It consists of an interlaced officer system, extending from the Executive Director to the chapter level. You, as an officer, are now an integral part of this network.

There are currently four primary divisions of responsibilities within GWRRA: Operations, Membership Enhancement, Leadership Training and Rider Education. Operations volunteer leaders have the principal responsibility and authority for each division.

We have a direct communications line extending from the Executive Director to the Chapter Director. This is the channel whereby all Operations Leaders at each level receive their "authority" to operate. This is, also, the vital communication link to each Office.

The Chapter Directors within the district serve as the District Operations Staff. They meet with the District Director to receive information and instructions from the district and region levels, as well as provide reverse input to meet the needs of the Members. The staff will seek solutions to common problems on a district level and plan programs for the continued development and activity of GWRRA. The District Directors serve as the Operations Staff to the Region Director...the Region Directors serve likewise for the Executive Director. All work together at their respective level of operations in order to provide Members (especially those who participate in chapters) the full benefits of our Association.

Of course, in addition to Operations Leaders, many other volunteers become involved in our association; however, only certain appointments are recognized Officers. Those are: Executive Director, Membership Enhancement Director, Leadership Training Director, Region Director, Region Trainer, District Director, District Trainer and Chapter Director plus the assistants of those offices. Rider Education Directors, by nature of their responsibilities and the need for liability insurance coverage, are considered as Officers within the Association as well.

Officers have a very important position in our leadership network. They will be dealing directly with, and for, those it was designed to be most beneficial to...the Members. **Serving the Members is the primary function of all officers of GWRRA.**

GWRRA is the most successful organization of its kind. Its Members are among the best and most loyal of any motorcycle organization on record. As such, GWRRA Members deserve our very best efforts as well as a reciprocal level of loyalty as leaders. For these reasons, GWRRA officers or other volunteer leaders, may not accept or serve in like positions in competing or similar motorcycle organizations where real or perceived conflicting interests, duties, or responsibilities may develop. Doing so sends the wrong message to the Member whose motorcycling interests must remain our highest priority.

A secondary, but equally serious concern, is the effect of the demands of service placed on a GWRRA officer. Multiple positions of responsibility in or outside of GWRRA cannot help but be a detriment to their ability to serve the Members. Good leaders are always in demand and from time to time GWRRA leaders will need to decide where and how they can best serve. On these occasions appointing officials should not use undue influence in this area, but rather should do their best to help subordinate officers understand the need to place a high priority on serving GWRRA Members

RETIREMENT / RESIGNATION

When an officer's tenure expires, they shall turn over to the appointing officer or the replacement: 1) all materials of that office; 2) all property of that office (copy machines, file cabinets, etc.) paid for with funds generated by that office; 3) all fund balances generated for the operation of the office along with a full accounting and financial report. The transfer of the office should take place within a mutually agreeable period of time but **MUST NOT** exceed 30 working days. The appointing Officer should then forward the Officer appointment worksheet to the Home Office for processing.

REMOVAL OF A VOLUNTEER LEADER

A removed Volunteer Leader must adhere to the same requirements as for "Retirement / Resignation." The Volunteer Leader with direct authority over the removal must provide the reasons for dismissal, steps taken to correct the situation and all supporting documentation. The affected party should also receive a copy of the grievance procedure outlining his rights. Copies of all correspondence and documentation must be forwarded to the appropriate Region Director and the Executive Director. The appointing Officer should then forward the Officer change / appointment worksheet to the Home Office for processing. (See page **G-3**)