



# EXPECTATIONS OF OFFICERS

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1. Be appointed for a probationary period of six months. After satisfactorily completing the probationary period and at the discretion of the appointing Officer, tenure may be extended an additional six months and each twelve months thereafter.
2. At the end of the probationary period, the tenure may be extended through December 31<sup>st</sup> and each year thereafter, subject to the approval of the appointing Officer. Total tenure in office will not exceed the specified tenure as established by the Association.
3. As an appointed GWRRA Officer, the Director agrees to comply with the Officer's Handbook and agrees to be self-funded and operate under the guidelines of GWRRA.
4. Immediately upon being appointed, a new Director will contact existing subordinate Directors within the District or Region to establish their interest in continuing their appointments and/or appoint current Members to serve as Directors and to assist as District or Region staff.
5. Immediately upon being appointed, a new Director will appoint a current GWRRA Member to serve on your staff as the Treasurer of the District or Region. The Treasurer cannot be the assistant or anyone in the Director's immediate family.
6. The District Director, upon appointment, shall establish a checking account in the name of the District, and the District Director, Treasurer and Region Director are authorized signers on the account, with two signatures required to write a check.
7. The Region Director, upon appointment, shall establish a checking account in the name of the Region, and the Region Director, Treasurer and Executive Director are authorized signers on the account, with two signatures required to write a check.
8. A copy of the signature card along with the checking account number must be sent to the Home Office.
9. If not in close proximity, **each check written by any of the signatories on the account must have prior written approval from one other signatory.** Approval in the form of an email is acceptable. This document is to be kept on file.
10. **It is understood that monies raised in the name of GWRRA are intended only for the operations of the District or Region. At no time shall any Officer or representative of GWRRA assume that funds or GWRRA property may be used for personal gain.** If difficulties regarding the operations of the District or Region Director arise, the appointing Officer has the authority to conduct all business of the District or Region.
11. It is each Director's responsibility to use all funds for the legitimate operations of business within their District or Region. **All expenses must have verifiable receipts.** All expenses relating to legitimate GWRRA business are reimbursable from operational funds. **A full accounting of expenses reflected in an annual financial report, with receipts, must be provided annually by the District to the Region Director and the Region Director to the Executive Director (even a negative balance).** In order to protect yourself, the IRS states that all documentation must be kept on file for up to seven years.
12. The District Director will coordinate the collection of charter fees from all Chapters in the District by December 1 of each year. The District Director is to deposit all charter fees into the District account and submit a single check to the Home Office along with a listing of all active Chapters in the District.
13. Financial reports must contain the required information and any "looming" questions are addressed before the reports are forwarded to the appointing Officer prior to January 31<sup>st</sup> of each year. Districts forward the District and Chapters' financials to the Region Director; Regions forward the Region's financials to the Executive Director. The financial report is to reflect the current balance of your office even if there is no balance or a negative balance; and the Treasurers shall sign the financial reports verifying accuracy. In order to be accepted, financial reports are required to have the financial report cover sheet and equipment list attached. The IRS requires accounting for all income and expenses.
14. The District Director is required to submit to the Region Director a complete copy of their December bank statement when submitting the yearly financial reports. The statements must be issued by the bank holding the account and may be either copies of the statements or printouts from the bank's on-line services. Reports from personal accounting software is not official documentation for this purpose.
15. The District Directors are to work closely with the Region Directors to actively seek out Chapters that may be struggling and help them find ways to thrive. Financial reports with little or no activity are a "red flag" and often indicate that a Chapter is struggling. Helping a Chapter thrive may include, but is not limited to, finding a new and enthusiastic Chapter Director to champion the cause. Other methods include training of Chapter Directors and Chapter staff on motivating and helping Chapter Members to realize all the Association has to offer and helping those Members to find an area of involvement they enjoy. Chapter leaders must lead by example by participating with other Chapters and Districts, leading rides and planning events for the Chapter Members, and finding ways that involve riding our motorcycles, which is the common bond we all share.
16. Lead by example! You are expected to hold the high ideals of GWRRA. Officers may not embarrass, slander, disrupt or libel GWRRA, the office, fellow Officers or Members. Promote a safe environment and proper rider education by wearing appropriate riding gear (helmet, gloves, long-sleeved shirt or coat, and boots) when riding. Be proud to display and wear the official GWRRA 10" patch. Establish pride in GWRRA; educate and encourage Members to wear the official 10" back patch.

17. Provide a written vehicle of communication (at least monthly) that will keep Region staff and District Officers up-to-date with information that is passed “up or down” from other Officers. A copy of this communication will be provided to all GWRRA Officers of equal or higher office, including the Executive Director. Communication can be the weak link in many organizations but “must” not be in GWRRA.
18. Promote Membership growth by contacting new Gold Wing owners, dealers or people recommended to you by Members and Officers. Encourage Members to stay active in GWRRA. Contact expired and inactive Members and encourage them to take advantage of the benefits of belonging to GWRRA. Establish a staff of Officers to promote and execute programs that will assist your office in recruitment and retention of GWRRA Members, as well as other programs that may be established in the future.
19. Make every effort to attend GWRRA business meetings within your Region, District or with national staff whenever attendance is requested. Expenses of attendance are fully reimbursable from your treasury.
20. Promote and use the “TEAM” approach in managing the Region or District. Seek from and share information with your fellow Directors as well as the Executive Director. Be a mentor, coach and trainer to all your supporting Directors! Remember always that we, as Officers of the Association, are here only to serve the Members and the Officers to and for whom we are responsible.
21. You may not solicit personal gifts or special benefits in the performance of GWRRA matters, nor use GWRRA's name, its emblems (logos), or its affairs for personal gain or profit of any sort.
22. You may not allow personal business or financial problems to reflect negatively on GWRRA. If such happens, you will not be allowed to maintain an official GWRRA position.
23. Refer to **Officers’ Connection** for monthly up-to-date communications and forms. ([www.gwrro.org/oconnect/](http://www.gwrro.org/oconnect/) )