



**Anita M. Alkire**  
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JR and Denali, "First Family"

## Officer Policy Change Bulletin Effective Date: September 1, 2015

Subject: Appointing Process

At the Operations Meeting at Wing Ding 37 the change in procedure was announced with regards to appointing an Officer. After conversations and agreement with all the Programs in GWRRRA, and approval from Home Office, it was agreed that co-appointing Officers is in the spirit of GWRRRA leadership. This specifically replaces page C3, "The Appointing Process for Operational Leaders" in the Officer Handbook. As we continue to update our procedures the Handbook will need to be updated and that will happen semi-annually with Policy Bulletins taking precedence until the Handbook is updated.

1. For Program positions:
  - a. Co-Appointing Officers are the Director of the team who has the vacant position and the Program Director one level up.
  - b. Both solicit candidates, interview, either in person, by phone or video call, discuss and choose the appropriate candidate
  - c. Both sign the appointing documentation, send to Home Office and announce the new Officer
  - d. In the rare case of disagreement, the mediator is the Director one level up
2. For Operations positions:
  - a. Co-Appointing Officers are the Director 1 level up from the vacant Director position, and the Director 2 levels above the vacant Director position
  - b. Both solicit candidates, interview, either in person, by phone or video call, discuss and create a short list of candidates
  - c. The Director that is 1 level up will provide the list of candidates to their Core Team who will also conduct interviews, either in person, by phone or video call
  - d. After the interviews are concluded by the Core Team, the Directors will debrief with the Core Team, taking their recommendations under consideration
  - e. The Co-Appointing Directors choose the new Officer, both sign the appointing documentation, send the paperwork to Home Office and make the announcement

Suggested interview questions are located at [www.gwrra.org/oconnect](http://www.gwrra.org/oconnect) under "Officer Resources" and in the "Officer Appointing Process" section along with all needed forms and support materials.

***"Friends for Fun, Safety and Knowledge"***

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Updated Forms: GWRRA Officer Change/Appointment Worksheet  
Memorandum of Understanding

New Forms: Officer Review Form  
Interview Questions  
Flow Charts for Operations Appointment Process and  
Programs Appointing Process  
Generic Appointment Certificates

Aids: Interview Process Video  
Position Descriptions for Officer positions in GWRRA

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