



Officer Position Description

CHAPTER DIRECTOR

Your **role**, and it's like your major responsibility, is to always focus on:

GUIDE AND FACILITATE YOUR CHAPTER TEAM TO ENSURE MEMBERS FEEL INCLUDED AND RECEIVE THE HIGHEST LEVEL OF BENEFIT FROM THEIR MEMBERSHIP

Here is some of the **specific knowledge** that will help you do your job well. What you don't know, we will teach you:

- Read and understand the Officer's Handbook and refer to www.gwrra.org/oconnect
- Be aware of GWRRRA's other Handbooks; remember your TEAM member is responsible to know all the details of their program, not you
- Your Core TEAM is your Educator, Membership Enhancement, and Treasurer
- Understand the information on the Area Reports and what to do with it
- Know who you and your TEAM Members report to and what they need from you
- Have some awareness of your TEAM Members' responsibilities so that you can support them effectively
- Know your website and its content; also your District, Region and National websites
- How to build a TEAM and keep it going and growing
- Your budget and what is required to keep your chapter running financially
- Know the MOU and abide by it

There are certain **activities** to be done for the success of your Chapter. You don't have to do them all yourself, on the contrary we encourage you to use your TEAM as much as possible. Some are monthly, others during the year. Here they are:

- Have FUN!!! If you're having FUN, the Chapter will have FUN!
- Fill your entire TEAM with enthusiastic folks, ensuring that you have the right person in the right position; spread out the FUN by having a different person in each position if possible
- Support each TEAM member but let them lead and be responsible for their position
- In cooperation with your District Director, identify, coach and mentor your replacement
- Communication liaison between the District Director and the membership

- 🏆 Continually assess the strengths and needs of your Chapter TEAM and coach them as necessary
- 🏆 Lead by example and be a superb communicator who readily shares relevant information and ideas with the Chapter TEAM
- 🏆 Know your Chapter members so that you and your TEAM can plan FUN activities to support participation and Chapter growth
- 🏆 Some items to be done yearly are:
 - Create a written plan for your chapter outlining the goals and direction that you and your TEAM can use to facilitate growth and participation in the chapter
 - Since a chapter cannot thrive without financial resources, create a budget that will support your goals and direction, making sure that each of your Programs are included
 - Attend your District's Annual Officers Meeting or Chapter Conference
 - Hold a Chapter Planning Meeting with any interested chapter participants to plan rides, socials and education/training events
 - Ensure that your annual financial reports are completed on time, including the 990 filing
- 🏆 There are items to be done monthly:
 - Hold a monthly Chapter Business Meeting with your TEAM to 1) review goals and vision, 2) make sure activities are running smoothly and 3) prepare for your FUN Chapter gathering and any upcoming events. These meetings build a cohesive, smooth running TEAM and keep business details out of your monthly FUN gathering.
 - Facilitate your monthly FUN Chapter gathering – let your TEAM present items of interest within their areas (MEC, Rider Ed, Ride Coordinator, etc.) so that you aren't doing all the talking.
 - Write an article for your Chapter newsletter.
 - Turn activity reports in to the District monthly.
- 🏆 Understand that it is true that where the Chapter Director goes, the Chapter will follow, so there are some activities outside of the Chapter that you will want to support. Not only will these activities increase the FUN that you experience, but will also encourage your Chapter members to participate as well.
 - Visit other area chapters as you are able.
 - Attend local area Chapter fundraisers and multi-Chapter events, as possible
 - Attend the following events and participate.
 - District rally
 - District Education/Training Days
 - Region rally, as possible
 - Wing Ding, as possible

- If you know that your Chapter participants are planning to attend a rally or event, encourage them to volunteer their time and energy to make the rally FUN, not only for others, but for themselves.
- Be certain you, the Treasurer and your District Director are on the Chapter bank account as signers
- Be a good steward of Chapter Funds
- Wear appropriate clothing (10" back patch)
- Proactively support GWRRA and its programs

What other activities do you think are important: (To be filled in by Officer during their interview process for guidance and to debunk any myths of the job)