



Officer Position Description

CHAPTER RIDER EDUCATOR

Your **role**; it's your major responsibility to always focus on:

PROVIDE MEMBERS WITH SAFETY INFORMATION AND TRAINING TO IMPROVE THEIR RIDING AND CO-RIDING SKILLS

Here is some of the **specific knowledge** you will need to do this job well. What you don't know, we will teach you:

- Read and understand the Rider Ed Handbook to answer questions concerning policies, procedures and requirements
- 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
- Understand the information on Rider Ed Reports and what to do with it
- Know your TEAM Members' strengths and weaknesses and what they need from you
- Proficient use of the "Educators Toolbox" found on the GWRRRA Rider Education website in the "REP Officer Section".
- Know your website, its content and a working knowledge of the RE database- <http://gwrra.org/regional/ridered/index.html>
- Knowledge of trends in Motorcycle safety, laws and gear
- Know the levels program and maintain your level
- Know the MOU and abide by it

There are certain **activities** necessary to ensure the success of GWRRRA Rider Education. You don't have to do them all yourself, on the contrary we encourage you to use your team/assistant as much as possible. Some are monthly, others during the year. Here they are:

- Promote and implement the Rider Education Program at the Chapter level.
- Work with the Director to plan and budget for Rider Education activities each year
- Promote and participate in such activities that will expand the Rider Education Program within the Chapter and District. These should include speaking at Chapter

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Gatherings and furnishing articles for the Chapter Newsletter concerning safety, availability of training opportunities and the GWRRA Rider Education Program.

- 🏆 Work with the Chapter Director, Road Captains, GWRRA Riding Course Instructors, etc. to improve riding habits and to disseminate information.
- 🏆 Develop ideas to increase participation and improve communication in the Chapter
- 🏆 Monthly report turned in on time, with a copy to your Chapter Director - Compile Chapter statistics and submit a Chapter Rider Education activity report to the District Educator (due no later than the 5th of the month for the prior month's activities). (See Section G.3 - Rider Education Activity Reports.)
- 🏆 Validate and/or process forms for Levels I through IV of the REP for the participants as they meet the requirements of the program
- 🏆 Use the on-line REP database to maintain such records as necessary to facilitate keeping Chapter participants' information current in the REP. Using the appropriate forms, submit in a timely manner required changes to their District Educator
- 🏆 Promote and arrange for Seminars, CPR/First Aid certification and Rider Training courses at the Chapter level. Ensure that information regarding scheduled courses is published in the Chapter Newsletter
- 🏆 Read, review and share the monthly District, Region and Team GWRRA Newsletters and articles with the Membership
- 🏆 Establish, promote and support GWRRA sponsored Motorist Awareness Program
- 🏆 Write an article for newsletters monthly
- 🏆 Attend the Annual District Officer's Meeting
- 🏆 Attend District Rally - Assist the District Educator in staffing the Rider Education Booth and activities at rallies and other Rider Education events as needed
- 🏆 Work closely with the District Educator. Review any ideas that will help make the Rider Education Program more appealing to the Members of GWRRA with the Chapter Director and the District Educator
- 🏆 Be an Ambassador for Rider Education internally and externally
- 🏆 Be a good steward of GWRRA Funds
- 🏆 Lead by example
- 🏆 Know that where TEAM GWRRA Educator goes in attitude, knowledge, skills and gear the Educators and Members go!

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)