

LEADERSHIP TRAINING BULLETIN 00-01 REV1

APPLICATION PROCEDURE FOR LEADERSHIP TRAINING POSITION

April 10, 2000

The purpose of this bulletin is to ensure that all GWRRA Members that aspire to a Leadership Training Position are aware of and follow the correct procedures. This includes, but is not limited to, Region Trainers, District Trainers and Certified Instructors. This will insure that those involved with and are responsible for Leadership Training in their respective areas will be placed on the Leadership Training Division mailing list and receive all information sent from the National Office. This Training Bulletin sets forth the correct procedure that all Appointing Officials should follow when making appointments to Leadership Training Positions.

APPLICATIONS FOR LEADERSHIP TRAINING POSITION: Each Member wishing to apply for a position within Leadership Training should obtain an application (form # LTD-1) from the appointing official and complete all sections listed. (Appointing Official should insure that the form used is the most current one available)

The completed form should be returned to the Region or District Trainer whichever is applicable who should review the information for completeness, initial and date the appropriate lines in the upper right hand box. The form should then be forwarded to the Region or District Operations Officer for their concurrence. The Operations Officer should also date and initial in the appropriate areas and forward the completed form to the Director- Leadership Training Division.

On receiving the completed Application, the Division will send the appointed Trainer one Leadership Training Division Patch with Rocker for the Trainer and one for his/her Spouse at no charge.

On receiving the completed Application the name will be included on the Leadership Training Division mailing list. **NAMES WILL NOT BE INCLUDED ON THE MAILING LIST UNTIL A COMPLETED LEADERSHIP TRAINING POSITION APPLICATION IS ON FILE WITH THE NATIONAL DIRECTOR.**

APPOINTING OFFICIALS: For clarification purposes the Appointing Officials for Leadership Training Positions are as follows:

<u>Position</u>	<u>Appointing Official</u>	<u>Concurrence of:</u>
Region Trainer	Director-LTD	Regional Director
District Trainer	Region Trainer	District Director
Certified Instructor	Master Instructor	Director-LTD

NOTE: Before appointment of a Certified Instructor at either the Region level or District level the Appointing Official should familiarize themselves with the requirements found in Training Bulletin 97-01 dated March 6, 1997. This bulletin lists the requirements for certification and any exceptions that may be applicable. If you do not have access to a current copy, one may be obtained from the National Director.