

Gold Wing Road Riders Association
Officer Candidate
Memorandum of Understanding (MOU)

This **Memorandum of Understanding**, made this _____ day of _____, _____, is intended to represent the expectations between all Volunteer Officers and GWRRA INC.

By accepting this position, I: _____
(Printed Name)

1. Will be appointed as a Volunteer Officer in GWRRA, **if approved**, for a probationary period of six months. Said probation will expire on _____, _____. After satisfactorily completing the probationary period and at the discretion of my Appointing Officer, this MOU may be considered as continuous during my One Year tenure. My tenure may be extended an additional six months or 12 months thereafter, subject to the approval of my Appointing Officer.

2. Will proudly wear the Official GWRRA 10" patch on a vest or jacket or on any appropriate items of clothing I select. One of my responsibilities will be to help establish and maintain pride in GWRRA membership and to encourage Members to wear the 10" back patch.

3. Will immediately, upon being appointed to the Officer position, select a current Member, excluding Assistants, their spouses or anyone in my immediate family or residing in my household, be given the responsibility of Treasurer. I will establish an appropriate checking account in the name of the Region, District or Chapter (hereinafter referred to as "Subordinate"). The Appointing Officer must sign the Signature Card, along with the Treasurer and myself. Each check written by any of the signatories on this account must have prior written approval from one other signatory, and that document is to be kept on file. NOTE: Most financial institutions require the Subordinate's taxpayer ID number be furnished prior to opening this account.

4. I understand that monies raised in the name of GWRRA are intended only for the operation of the Subordinate. It is also understood that all expenses require receipts on file. The Appointing Officer shall periodically review all financial reports for the Subordinate and submit to GWRRA Home Office a copy, if requested, with the appropriate documentation as listed in the Officer's Handbook. (See Officer's Handbook <http://www.gwrro.org/downloads.html>)

5. Understand that **No Officer may use the GWRRA name, logo, marks, or their Office, for personal gain.**

6. **Understand that literary works (including manuals, courses, books, periodicals, articles and other written materials) created in the scope of this Volunteer Officer position are considered the property of GWRRA and must be affixed with the name Gold Wing Road Riders Association (GWRRA), year of first publication and the symbol © or the word "copyright" and must have pre-approval, in writing, from GWRRA Home Office.**

7. Understand that if difficulties regarding the operation of the Subordinate occur, the Appointing Officer has the authority to conduct the business of the Subordinate with full authority and accountability. In the event that a discontinuance or interruption occurs in the everyday administration of the Subordinate, all funds existing in the bank account will immediately be turned over to the Appointing Officer, or designate. In addition, the Subordinate's Officer will provide any financial information and any other documentation as requested by the Appointing Officer, The Director or the Home Office, in a timely manner.

8. Will have a performance review at least on a yearly basis.

9. Will promote and utilize a TEAM approach to directing assigned Subordinate by seeking information from, and sharing information with, fellow Directors and my Appointing Officer. As an Officer of GWRRA, I am to serve the Members as well as my Appointing Officer and can best do this by the sharing of information.

10. Realize the importance of setting an example of good leadership and always listening to the concerns of the Members, and will maintain and demonstrate a positive attitude toward GWRRA, its Officers and the Home Office.

11. Understand the monthly newsletter will be:

 Provided by Region Directors, at no fee at least monthly, to those Officers under his/her direction and The Director.

 Provided by District Directors, at no fee at least monthly, to the Chapter Directors within the District, Region Director and The Director.

 Provided by Chapter Directors, at no fee at least monthly, to all Chapter participants, Chapter Directors of the District, District Director, Regional Director and The Director.

