

## Appointment Process

The Chapter Director will locate a candidate for the **Chapter Ride Coordinator** position. After determining that the candidate meets the qualifications for the position, he/she will discuss the candidate with the District Ride Coordinator. In the case where there is no District Ride Coordinator assigned, the Chapter Director will discuss the candidate with the Director of Rider Education, or their designee. The District Ride Coordinator (Director of Rider Education/designee) will interview the Chapter candidate then discuss the candidate's qualifications with the Chapter Director, offering a recommendation in favor of, or against, the candidate. Should the Chapter Director decide to appoint the candidate against the recommendation of the District Ride Coordinator (Director of Rider Education/designee), the District Ride Coordinator (Director of Rider Education/designee) will create a plan to train and/or coach the Chapter candidate and discuss that plan with the Chapter Director. The Chapter Director will complete the Officer Appointment Form and MOU and mail them to the Home Office.

The Appointing Process for **District Educator or District Ride Coordinator** is the same as at the Chapter level. The District Director identifies the candidate and discusses their qualifications with the Director of Rider Education or their designee. The Director of Rider Education, or designee, will interview the candidate and discuss the candidate's qualifications with the District Director, offering a recommendation in favor of, or against, the candidate. Should the District Director decide to appoint the candidate against the recommendation of the Director of Rider Education/designee, the Director of Rider Education/designee will create a plan to train and/or coach the District candidate and discuss that plan with the District Director. The District Director will complete the Officer Appointment Form and MOU and mail them to the Home Office.

New District Educators, District Ride Coordinators or Chapter Ride Coordinators moving into these positions from a Chapter or District Educator position will not be required to take the Knowledge Level Evaluation (KLE). Any candidate not moving from a Rider Educator position may download the KLE from the Rider Education website, "REP Officer Section" tab. The candidate should answer the questions then mail the KLE to the Director of Rider Education for review. The Director of Rider Education will contact the candidate to discuss the answers and offer any guidance required. The Director of Rider Education will then contact the Chapter or District Director to inform them that the KLE has been completed so that the Appointment paperwork may be completed. (This path for the KLE is temporary and will be revised once the initial District Educator and District and Chapter Ride Coordinator staffing is complete).