

## Chapter Operations Cheatsheet v3

The following is a summary of the requirements/responsibilities from a Chapter's executive Team. The minimum Officers for a Chapter to exist is a Director and Treasurer.

### Chapter Director (CD):

- Arrange for gathering place(s).
- Coordinate/facilitate/support all Chapter activities, but not necessarily the leader of them all.
- Act as a signatory on Chapter's bank account.
- Ensure GWRRA and Chapter information is shared with all Members in some way, in a timely manner.
- Protect the privacy of Membership data.
- Promote Membership growth; have recruitment top of mind in everything the Chapter does.
- Is part of the District Team; share your input and on behalf of your group, as able/interested.

### Treasurer:

- Act as signatory on the Chapter's bank account.
- Manage the Chapter's funds, finances, ticket sales, etc.
- Manage expenses; for ex. yearly Charter fee, website hosting, printing, Member appreciation, etc.
- Report on finances to Chapter Team as needed.
- Submit yearly financial report and inventory sheet to District Treasurer (Suzie Mainville)

Below are additional Officer positions. If not filled/part of the Chapter Team, components fall on the CD or other willing Members, as arranged with the CD.

### Assistant Chapter Director (ACD):

- Assist the CD with their responsibilities and/or components of other Officer positions below, as arranged with CD.

### Ride Coordinator (RC):

- Coordinate/facilitate/support Chapter rides. Aim for fun, not perfection, and rides that suit the various interests/abilities of the group.
- Does not have to lead every ride; work with/support Road Captains and ride leaders.
- Welcome the riders that show up; encourage safety, group riding techniques, proper protection, etc.
- Should be part of the Rider Education Program, Level 2 and a Road Captain.
- Submit monthly ride stats in a simple email to District Ride Coordinator (Adrian Young).

### Member Enhancement & Social Coordinator (MEC):

- Coordinate/facilitate/support Chapter activities. Aim for fun, not perfection, and activities that suit the various interests/abilities of the group. Coordinate with rides when possible.
- Manage the Chapter's Membership data (contact list), received from District.
- Contact prospective and new Members, inviting them to join the fun however they feel comfortable. Let District MEC (Helen Young) know you have contacted them.
- Submit monthly social activity stats in a simple email to District Rider Educator (Michel Lavoie).

All Officers must sign GWRRA's Memorandum of Understanding (MOU) and Oath of Office which details policies and recommendations of GWRRA. Beyond what is already within the above, other key points are:

- Listen to suggestions, ideas, and concerns of Members.
- Have some knowledge of GWRRA Member benefits.
- Encourage Members to participate in GWRRA programs facilitated at the District level or beyond: Rider Education, Medic First Aid, University Training, and Motorist Awareness. (To the extent the Members are able/interested).
- Use a Team approach; share information, work together.
- **Strive for an atmosphere of fun, safety, and knowledge for all, including for you as Officers!**

**Other Optional Chapter Team Support (non-Officer) Roles:**

- Skills Enhancement Advisor – provides information on building ride skills.
- Newsletter Editor – communication can't be a weak link in a Chapter.
- Ways & Means – selling tickets, etc.
- Pins & Patches – managing orders and stock.
- Webmaster and/or Social Media Administrator.
- Couple/Individual of the Year (COY/IOY) Coordinator – facilitates a selection process in the Chapter.
- Secretary, Host/Greeter, Historian, Phone Tree, etc., whatever helps the Team!

**Further Resources:**

- Officer's Handbook
- OConnect
- GWRRA University website
- Other GWRRA Program websites
- Assistant District Director, District Directors, and other Chapter Directors!

**Remember!**

- Focus should be on what the Chapter participants actually want.
- Happy Members stay. They attract new Members. New Members bring new ideas, skills, and fun!
- Many hands make light work!
- We are all volunteers! We have different interests, strengths, and time to invest.
- Those who volunteer do so because they want to try to do their part to provide as best a GWRRA Membership experience as possible!