



# Eagle Wings Motorcycle Association

## Officers Memorandum of Understanding (MOU)

This **Memorandum of Understanding**, made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ is to represent the expectations between Volunteer Officers and EWMA Inc.

By accepting this Position, I/We (print name) \_\_\_\_\_

1. Will be appointed as a Volunteer Officer for a probationary period of three months. Said probation will expire on \_\_\_\_\_, \_\_\_\_\_. After satisfactorily completing the probation period, this MOU may be considered as continuous unless sooner revoked by Appointing Officer with the approval of the President of EWMA.
2. Proudly wear the official EWMA logo on appropriate items of clothing. Also install and maintain pride in EWMA membership and to encourage Members to wear the official logo.
3. Will appoint a treasurer that cannot be a family member or live with Director.
4. Understand that monies raised in the name of EWMA are intended only for the operation of the Chapter, District and/or Region. It is also understood that all expenses require receipts on file. The Appointing Officer shall, at least annually, review all financial reports and tax filings for the Chapter, District and Region and submit a copy to EWMA Home Office, or their designee as outlined in the EWMA Officer's Handbook.
5. Understand No Officer may use the EWMA name, LOGO, marks, or their Office, for personal gain.
6. Understand that literary works (including manuals, course, books, periodicals, articles and other written materials) created in the scope of this Volunteer Officer position are considered the property of EWMA and must be approved, in writing, from the Home Office.
7. Understand that if difficulties regarding the operation of the Chapter, District and Region occur, the Appointing Officer has the authority to conduct the business of the Chapter, District and/or Region with full authority and accountability. In the event that a discontinuance or interruption occurs in the everyday administration of the Chapter, District and/or Region, all funds existing in the bank account will immediately be monitored or if requested, turned over to the Appointing Officer, or designee. In addition, the Chapter, District and/or Region's Officer will provide any financial information and any other documentation, as requested by the Appointing Officer or the Home Office, in a timely manner.
8. Will promote and utilize a team approach when seeking information from, and sharing information with, my team, fellow Directors, and any Appointing Officer. As an Officer of EWMA, I am to serve the Membership by: 1) sharing information; 2) leading by setting an example; 3) always listening to the Members, i.e. concerns, suggestions or critique; 4) maintain and demonstrate a positive attitude toward EWMA, its Officers and Home Office.
9. Communication is key and events should be publicized regularly, i.e. weekly or bi-monthly.
10. Will provide an appropriate place for socials and rides. I also establish a FUN environment and fun-related activities.

