



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.

11. Will work to build and maintain current Membership, periodically advising them of the Member benefits and were to find them.
12. Keep all contact information, including a current valid E-mail address, updated with the Home Office and give permission for Home Office to share with fellow Officers.
13. Must accept, open, and read all e-mails and correspondence from the Home Office,
14. Agree that all membership information is private and is to be used only for official EWMA business. Further, I agree that no information from any membership listing shall be distributed in any format to persons, organizations, or businesses, without the written consent of the Home Office. I agree to inform the Home Office if I become aware of someone abusing the confidentiality of the membership information.
15. Understand that all membership information, property, and media is the property of EWMA and is to be transferred in its entirety, along with all other EWMA property, to succeeding Officer at the direction of my Appointing Officer.
16. Will abide by all requirements as set forth by the Home Office and published in EWMA's Officer's Handbook. Distribution of reports, updates and bulletins received from the Home Office is important to all Officers and should be passed along to their Team.
17. Understand Region and District Directors duties include the timely reporting to Team EWMA and Home Office. Distribution of reports, updates and bulletins received from the Home Office is important to all Officers under their direction and should be passed along accordingly.
18. Understand that as an Officer, I will do everything in my power to comply with the above areas of understanding. It is understood that any violation of this Agreement may result in Disqualification from Officer status.

Officer: Print Name	EWMA Membership number	Expiration Date
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Signature	Date	Position Applied for
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Co-Officer: Print Name	EWMA Membership number	Expiration Date
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Signature	Date	Position Applied for
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Appointing Officer: Print Name	Signature	Position	Date
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Approved by EWMA: _____
Signature Date