

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 volunteer Officers and the GWRRA organization.

By accepting this position, I: _____

1. Am appointed for a probationary period of six months. Said probation will expire on _____, _____. After satisfactorily completing the probationary period and at the discretion of the appointing Officer, this MOU will be considered as continuous during my tenure. This term of office expires in one year or anytime at the discretion of the Executive Director.
2. Will proudly wear the Official GWRRA 10" patch on a vest or jacket or on any appropriate items of clothing I select. My responsibility will be to help establish and maintain a pride in GWRRA membership and to encourage Members to wear the official 10" back patch.
3. Will immediately upon being appointed to the Officer position, select a current Member, excluding Assistants, their spouses or anyone in the Officer's immediate family or residing in the same household, to be given the responsibility of Treasurer. The Director shall establish a non-interest-bearing checking account in the name of the Region, District or Chapter (hereinafter referred to as "Subordinate"). The appointing Officer is required to 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. This document is to be kept on file. Most financial institutions require the Subordinate's taxpayer ID number be furnished prior to opening this account.
4. **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 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 Guidebook. (See Officer's Handbook for full financial report process.)
5. **No Officer may use the GWRRA name 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 approval, in writing, from the Executive Director.**
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 be turned over to the appointing Officer, or designate, for safekeeping. In addition, the Subordinate's Officer will provide any financial information and any other documentation as requested by the appointing Officer, CEO or Executive Director in a timely manner.
8. Will be reviewed on a yearly basis and, at the discretion of the appointing Officer be renewed.
9. Will promote and utilize a TEAM approach to directing assigned Subordinate by seeking from and sharing information with fellow Directors and my appointing Officer. As an Officer of the Association, I am to serve the Members as well as my appointing Officer and can best do this by sharing information. Shared information is learned information for the future.
10. Will train qualified persons on all the duties related to this position.
11. 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 and the Home Office.
12. Understand the monthly newsletter is to be:
 - Provided by Region Directors, at no fee at least monthly, to those Officers under his/her direction and Executive Director.
 - Provided by District Directors, at no fee at least monthly, to the Chapter Directors within the District, Region Director and Executive Director.
 - Provided by Chapter Directors, at no fee at least monthly, to all interested Chapter participants, Chapter Directors of the District and District Director.

13. Will provide an appropriate place for gatherings or meetings as discussed in the Officer's Guidebook and will provide appropriate programs and activities, as referred to in the Officer's Guidebook and Fun Activity Guide, to establish a FUN environment with emphasis on fun-related activities.
14. Recognize and will remain knowledgeable of the many Member benefits that GWRRA provides and will support and encourage others to support these programs
15. Must maintain current Membership in GWRRA.
16. Agree that membership information is private and will treat it the same way as my own personal information from those without the need to know or possess. Membership information is to be used for official business as it relates to the operations of GWRRA. Agree that no information from the Membership listing or any other Member information can be transferred or distributed in any format to persons, organizations or business interests, without the written consent of the Home Office. Agree to inform the Home Office if I become aware of someone abusing the confidentiality of membership information.
17. Understand that all membership information and media is the property of GWRRA and is to be transferred in its entirety, along with all other GWRRA property, to succeeding officers at the direction of the appointing officer.
18. Will abide by all requirements set forth by GWRRA Home Office and published in the Officer's Guidebook.
19. Understand Region Directors duties are far reaching and these duties include the timely reporting to other subordinates in GWRRA. They will distribute reports, updates and bulletins received from GWRRA Home Office to the Officers under his/her direction.
20. Understand that Assistants accept the position of Assistant with the intent of earning consideration for the appointing Director's position and learn the skills necessary to qualify for that position. Upon request, the Assistant shall write articles for newsletters and participate in planning and conducting meetings as well as other events. The Assistant will help plan and conduct meetings as requested by the Director and, if the Director is unavailable, will conduct the meeting. If at any time the Assistant feels that they cannot accept the eventual responsibilities of the next level, the Assistant will so inform their appointing Officer and agree to resign, to allow someone else to assume the position of Assistant.
21. Understand that during my tenure as an Officer within GWRRA I will not hold an officer position, or serve in any capacity, within a similar or competing association due to conflict of interest.
22. *Understand that as an Officer in GWRRA, 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 GWRRA Officer status. It is understood that I will take possession of and safeguard all property pertaining to my office. Upon my departure from office, I will turn over to my successor, or next higher-ranking officer, all property to include any that was acquired with official funds while in office.*
23. Sections #3, #4, #7 and #12 do not apply to Rider Education Officers.

Officer Candidate:

Print Name	GWRRA membership number	GWRRA Expiration Date
Signature	Date	Position Appointed

Appointing Officer:

Print Name	Signature
Position	Date

cc: Appointing Officer
Home Office