

THE APPOINTING PROCESS FOR OFFICERS

We are always looking for the best qualified leader in any position within GWRRA

DISTRICT DIRECTORS

1. The Director's Assistant will pursue candidates to fill the position and should consider any Assistant as a candidate.
2. The Director's Assistant may discuss the candidates with Team GWRRA Members.
3. The Director's Assistant of GWRRA will discuss candidates with the Director of GWRRA.
 - a. Decide, in conjunction with the Director of GWRRA, which is the best candidate.
 - b. Complete the Appointment Form and Memorandum of Understanding (MOU) and email to the Director of GWRRA for approval.
 - c. Announce the new District Director.
 - d. Install the new District Director.
4. For Overseas District Director, the Director of Overseas will pursue the candidates and should consider any Assistant as a candidate.
 - a. Discuss candidates with the Director of GWRRA.
 - b. Decide, in conjunction with the Director of GWRRA, which candidate is best suited for the position.
 - c. Complete the Appointment Form and MOU and email to the Director of GWRRA for approval who will forward to Home Office.
 - d. Announce the new District Director.
 - e. Install the new District Director.

CHAPTER DIRECTORS

1. The District Director will pursue candidates who meet the requirements to fill the position and should consider any Assistant as a candidate.
2. When the District Director decides on the candidates, they will:
 - a. Discuss the candidates with the Director's Assistant of GWRRA.
 - b. Discuss each candidate's qualifications, identifying why they would be a good addition to the Team.
3. The District Director will:
 - a. Decide which candidate is best suited for the position in conjunction with the Director's Assistant.
 - b. Complete the Appointment Form and MOU and email them to the Director's Assistant for approval who will forward to Home Office.
 - c. Announce the new Chapter Director. All other Chapter appointments go to the District.
 - d. Install the new Chapter Director.

ALL OTHER OFFICERS EXCEPT ASSISTANTS

(At District and Chapter level the Officer may be called Coordinator)

Rider Education, University, Membership Enhancement, Motorist Awareness, Finance

1. At all levels, the Director is responsible to put their TEAM together.
2. The Director will pursue candidates who meet the qualifications to fill the position and should consider any Assistant as a candidate.
3. When the Director decides on the candidates, the Director will discuss the candidates with the Program Officer, or their designee, one level up from the position being filled (Chapter to District; District to Team GWRRA).
 - a. The Program Officer will interview the candidates as necessary.
 - b. The Director and the Program Officer will discuss the qualifications of each Candidate.
 - c. If Director moves forward with a candidate that does not have the full support of the Program Officer, Program Officer should still help to train and coach the candidate.

- d. If critical concern, the Program Officer may discuss with the Director one level up.
4. The Director will:
 - a. Decide which candidate is best suited for the position.
 - b. Complete the Appointment Form and MOU and email them to the Home Office.
 - c. Announce the new Officer and install when possible.

ALL ASSISTANTS

1. The Director or Program Officer at each level appoints their Assistants.
 - a. Are they the possible future replacement?
 - b. Or are they a great supporter without desire to move into the position.
 - c. Communication with the candidate should be very clear so they know how they are being considered for the position, 1-a future replacement or 2-supporter.
2. Discussion needs to be had with the Director and any serious concern from the Director needs to be addressed and considered before appointment. Without consensus, appointment should not be completed.
3. The Director or Program Officer at each level will discuss with the approving Officer.
 - a. Decide which candidate is best suited for the position.
 - b. Complete the Appointment Form and MOU and email them to the Home Office.
 - c. Announce the new Assistant and install when possible.

GWRRR Officer's Handbook
Section D – Policies and Procedures
Revised April 2021