

**Gold Wing Road Riders Association**  
**Officer Candidate**  
**Memorandum of Understanding (MOU)**

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

By accepting this position, I: \_\_\_\_\_  
(Printed Name)

1. Will be appointed as a Volunteer Officer for a probationary period of six months. Said probation will expire on \_\_\_\_\_, \_\_\_\_\_. After satisfactorily completing the probationary period, this MOU may be considered as continuous unless sooner revoked by my Appointing Officer with the approval of the Director of GWRRA along with concurrence from Home Office.
2. Will proudly wear the Official GWRRA 10" patch on a vest, jacket or on any appropriate items of clothing I select. One of my responsibilities will be to instill and maintain pride in GWRRA membership and to encourage Members to wear the 10" back patch.
3. Will appoint a treasurer that cannot be a family member.
- 4. I understand that monies raised in the name of GWRRA are intended only for the operation of the Chapter or District. It is also understood that all expenses require receipts on file.** The Appointing Officer shall, at least annually, review all financial reports for the Chapter or District and submit to GWRRA Home Office a copy, if requested, with the appropriate documentation as listed in GWRRA's Officer's Handbook.
5. Understand that **No Officer may use the GWRRA name, logo, marks, 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 approved, in writing, from The Home Office.**
7. Understand that if difficulties regarding the operation of the Chapter or District occur, the Appointing Officer has the authority to conduct the business of the Chapter or District with full authority and accountability. In the event that a discontinuance or interruption occurs in the everyday administration of the Chapter or District, all funds existing in the bank account will immediately be monitored or if requested, turned over to the Appointing Officer, or designate. In addition, the Chapter or District'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 have a performance assessment at least yearly.
9. Will promote and utilize a team approach when seeking information from, and sharing information with, my team, fellow Directors and my Appointing Officer. As an Officer of GWRRA, I am to serve the Membership and my Appointing Officer, and can best do this by the sharing of information.
10. 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, its Officers and the Home Office.
11. Understand the monthly newsletter will be:
  - Provided by District Directors, at no fee at least monthly, **to the Chapter Directors within the District** and Home Office.
  - Provided by Chapter Directors, at no fee at least monthly, to all Chapter participants, Chapter Directors of the District, District Director and Home Office.
12. Will provide an appropriate place for gatherings or meetings as stated in GWRRA's Officer Handbook and will provide appropriate programs and activities. I also will establish a FUN environment and fun-related activities.
13. Will remain knowledgeable of all Member benefits and will support these programs.

14. Will maintain current membership.

15. Must keep all contact information, including a current valid E-mail address, updated with the Home Office and all appropriate Officers.

16. Must accept, open and read all e-mails and correspondence from the Home Office.

17. Agree that all membership information is private. Membership information is to be used only for official GWRRA business. Further, I agree that no information from any membership listings or any other Member information will be transferred or distributed in any format to persons, organizations or business interests, 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 membership information.

18. Understand that all membership information, property 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 my Appointing Officer.

19. Will abide by all requirements as set forth by the Home Office and published in GWRRA's Officer's Handbook, posted Bulletins and direct communication.

20. Understand District Directors duties include the timely reporting to Team GWRRA or the 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.

21. 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.

**Note:**

Sections 3,4, 7, and 11 do not apply to Rider Ed and Motorist Awareness Officers.

**Officer Candidate:**

_____	_____	_____
Print Name	GWRRA Membership Number	Expiration Date
_____	_____	_____
Signature	Date	Position Applied for

**Candidate Spouse:**

_____	_____	_____
Print Name	GWRRA Membership Number	Expiration Date
_____	_____	
Signature	Date	

District and Chapter Designation (i.e., District FL, Chapter FL-1) \_\_\_\_\_

**Appointing Officer:**

_____	_____	_____	_____
Print Name	Signature	Position	Date

**Approved By GWRRA:**

_____	_____
Signature	Date