



# **GWRRA UNIVERSITY**

## **Help for New Officers**

### **Initial Steps for the Incoming Chapter Director**

Welcome to GWRRA's critical role, Chapter Director. We are excited to help you through this new adventure. This will help you understand your role better. Remember, help is out there for the asking.

A Chapter Director's primary responsibility is the health of the Chapter, which is, keeping it alive and growing for the benefit of the Chapter participants, which means maintaining the FUN aspect of GWRRA life.

The Chapter participants have expectations of what they want from the Chapter experience and of the Officers. The Chapter Director should try to live up to those expectations as best they can. At the same time the Chapter Director has expectations of what they want from the Chapter participants and they should clearly communicate those expectations to the Chapter.

#### **The Chapter Team:**

To keep a Chapter thriving and growing the Chapter Director will need to surround themselves with a great team of Officers and participants. The Chapter Director is the leader of the Chapter and they will need to develop leadership skills that they may not have or hone the ones they already possess.

As soon as possible, after you have been appointed, schedule a Team meeting. This meeting should include ALL Members of the Team.

Contact each Team Member prior to the meeting date and ask them to write a description of their responsibilities. Comparing their description to that of GWRRA's Memorandum of Understanding and/or the expectations described in the *Officer Roles* section of the Officer's Handbook will allow you to have some understanding of your Team's strengths and challenges.

The Chapter Director and their Team will establish goals for the Chapter during their planning meetings. They will convey those goals to the Chapter participants and get buy in to accomplish the goals.

To determine these goals, contact all Team Members, prior to the meeting, and have them list at least three goals they would like to accomplish. Ask that the goals be measurable and include a time line, as an example, that they would like to accomplish the goal by which quarter.

What are your goals for the Chapter and its participants? Be prepared to communicate them to the Team. Write them down and discuss them. Make certain that your goals are something attainable and specific.

### **The Business Meeting:**

You will need to set a time and place for your Team meetings. This is where your Chapter 'business' is taken care of, leaving your monthly Gatherings free for its purpose of informing, socializing, entertaining and fun. The meeting should be no more than a week before your gathering. This is where you discuss finances, not at a Gathering. Further details can be found in the Officer's Handbook under *Policies and Procedures*.

### **Changes in the Chapter Team:**

As can happen when a change of leadership occurs, some Team Members may choose not to continue in their prior positions or wish to assume a new position. In the Officer's Handbook, under *Officer Roles*, is a section describing necessary roles, as well, as, other possible Chapter positions.

Speak to each Team Member, privately, who chooses not to stay with the Team, to determine the reason they are leaving, if possible. If they are willing to discuss their reasons, you may be able to resolve any issue they have. After all, a seasoned Team Member has value to the whole. If not, thanking them for their service and showing appreciation for their time will allow you to maintain a healthy working relationship.

Processes for identifying and appointing new Team Members can be found in the Officer's Handbook. The District Director and the District Team will assist you in this process. There is a section in the Officer's Handbook about the *Appointing Process for Officers*.

### **Newsletter:**

A monthly newsletter in print or electronic format is sent to all Chapter participants, District and Home Office at [newsletter@gwrra.org](mailto:newsletter@gwrra.org). Other local Chapters may be included as well. Sharing the information helps to avoid several local events being scheduled on the same day. It also encourages other Chapter to join your Chapter for events such as training and rides.

Assure that your contact information and that of any new Team Members is up-to-date and that the mailing list includes District, Home Office ([newsletters@gwrra.org](mailto:newsletters@gwrra.org)) and all Chapters in the District.

### **Financials:**

During the first few weeks in the position, the Chapter Director must complete the following reports and actions:

- Check Signatures. The account requires three (3) signers, the Chapter Director, District Director and Chapter Treasurer. A check requires two (2) signatures. Verify that the District Director has been listed on the account.

- New Chapter Directors or District Directors must submit the form 8822B to change the Subordinate's address with the IRS.
- A closing financial statement should be prepared. It will show all monies, merchandise, and equipment inventories. A copy will be given to the new Chapter Director.
- An opening financial statement should be prepared by the incoming Officer's Treasurer and this statement should reflect information which corresponds to the closing statement.

**Resources:**

GWRRA Home page ([www.gwrra.org](http://www.gwrra.org))

Officers' Connection ([www.gwrra.org/Oconnect](http://www.gwrra.org/Oconnect)) for monthly updates communications and forms.

The GWRRA University (<http://gwrradot.com>)

The Officer's Handbook is located online in Officer Resources (<http://gwrra.org/Oconnect/officerresources.html>.) Make a physical copy you can bookmark, highlight, read and reread as needed. Have each of your Officers do the same.

Director of Finance ([financedirector@gwrra.org](mailto:financedirector@gwrra.org))

GWRRA Events page for listing Chapter events on GWRRA's website (<http://gwrra.org/events/>).

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