

From the Desk of Anita M. Alkire

President of GWRRA

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GWRRA Director and Officer Appointment Process

We are always looking for the best qualified leader in any position within GWRRA. Let's show a potential leader the path to leadership is FUN and let it start with the appointment process.

District Director Appointment Process

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

Chapter Director Appointment Process

1. The District Director will pursue candidates who meet the requirements to fill the position, considering any Assistant as the first candidate.
2. When the District Director decides on the candidates, they will:
 - a. Discuss the candidates with a minimum of two Program Officers at the District Level; and
 - 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;
 - b. Complete the Appointment Form and MOU and email them to the Home Office;
 - c. Announce the new Chapter Director; and
 - d. Install the new Chapter Director.



"Friends for Fun, Safety and Knowledge"

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All Officers but Director-

(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 and will take the lead in this process.
2. The Director will pursue candidates who meet the qualifications to fill the position, considering any Assistant as the first 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 and the reasons the Director believes they would be a good addition to the Team.
 - c. If Director moves forward with a candidate that does not have the full support of the Program Officer, Program Officer will create a plan to train and coach the candidate and discuss that plan with the Director.
 - d. If there is critical concern, Program Officer may discuss the potential appointment 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
 - d. Install the new Officer.

Assistant Appointment Process for all Programs (yes, they are Officers)

1. The Director or Program Officer at each level appoints their Assistants.
2. Consideration should be given when choosing that Assistant:
 - 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;
3. 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.
4. The Director or Program Officer at each level 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 Assistant; and
 - d. Install the new Assistant.



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Removal of an Officer (Director, Officer, or any Assistant)

No removal of an Officer in any position will take place without:

1. That Officer receiving a written performance review that contains an improvement plan and timetable, to which the Officer agrees.
2. A follow-up review after time given for improvement, that still indicates removal is necessary.
3. Presentation to the Director and if appropriate the Program Officer one level up for discussion and consideration.
4. With agreement of the Director and Program Officer, they will present documentation to the President informing the President of their decision.
5. Upon President's approval, the Officer may be removed.
6. Under rare circumstances Item 1 may be skipped after discussion and approval from the President.



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