

Gold Wing Road Riders Association

Memorandum of Understanding (MOU) for non-Rider Education Officers

This Memorandum of Understanding, made this _____ day of _____, _____, is intended to represent the expectations between Rider Education Volunteers and the GWRRA organization.

By accepting the position of _____, 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 certifying/responsible Officer, this MOU will be considered as continuous during my tenure. This term expires in one year or anytime at the discretion of the GWRRA Director.
2. Understand that monies raised in the name of GWRRA are intended only for the operation of the Subordinate, and no volunteer may use the GWRRA name or their position for personal gain. It is also understood that all pre-approved expenses require receipts on file.
3. Understand that literary works (including manuals, courses, books, periodicals, articles and other written materials) created in the scope of this volunteer 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 GWRRA Director.
4. Will train qualified persons on all the duties related to this position.
5. 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.
6. Will provide or support appropriate educational programs and activities, as referred to in the Rider Education Program Handbook, to establish a FUN environment with emphasis on fun-related activities.
7. Must maintain current Membership in GWRRA.
8. Must maintain current certification at the required Level in the Rider Education Levels Program for the position appointed to/certified for as stated in the Rider Education Program Handbook or applicable Riding Course Instructor Guide.
9. Agree that membership information is private and will treat it the same way as my own personal information protecting it 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.
10. Understand that all membership information and media is the property of GWRRA and is to be returned in its entirety, along with all other GWRRA property, to the certifying/responsible Officer.
11. Will abide by all requirements set forth by GWRRA Home Office and published in the Officer's Guidebook and Rider Education Program Handbook.
12. *Understand that as a volunteer 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 the position or certification. It is understood that I will take possession of and safeguard all property pertaining to my position. Upon my departure from the position, I will turn over to my certifying/responsible Officer, or next higher-ranking officer, all property to include any that was acquired with official funds while in the position.*

Non-Officer Volunteer:

Print Name	GWRRA Membership No.	GWRRA Expiration Date
Signature	Date	Position Appointed to
Applicant's Region	District	Chapter

Certifying/Responsible Officer:

Print Name	Signature	Position	Date
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