

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

This Memorandum of Understanding, made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, is intended to represent the expectations between volunteer Officers and the GWRRA organization.

*By accepting this position, 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 appointing Officer, this MOU will be considered as continuous during my tenure. My tenure may be extended an additional six months and each 12 months thereafter, subject to the approval of the appointing Officer.
2. Will proudly wear the Official GWRRA 10" patch on a vest or jacket or on any appropriate items of clothing I select. My responsibility will be to help establish and maintain a pride in GWRRA membership and to encourage Members to wear the official 10" back patch.
3. Will immediately upon being appointed to the Officer position, select a current Member, excluding Assistants, their spouses or anyone in the Officer's immediate family or residing in the same household, to be given the responsibility of Treasurer. The Director shall establish a non-interest-bearing checking account in the name of the Region, District or Chapter (hereinafter referred to as "Subordinate"). The appointing Officer is required to sign the Signature Card, along with the Treasurer and myself. Each check written by any of the signatories on this account must have prior written approval from one other signatory. This document is to be kept on file. Most financial institutions require the Subordinate's taxpayer ID number be furnished prior to opening this account.
4. **Understand that monies raised in the name of GWRRA are intended only for the operation of the Subordinate. It is also understood that all expenses require receipts on file.** The appointing Officer shall review all financial reports for the Subordinate and submit to GWRRA Home Office a copy, if requested, with the appropriate documentation as listed in the Officer's Handbook. (See Officer's Handbook for full financial report process.)
5. **No Officer may use the GWRRA name 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 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 Executive Director.**
7. Understand that if difficulties regarding the operation of the Subordinate occur, the appointing Officer has the authority to conduct the business of the Subordinate with full authority and accountability. In the event that a discontinuance or interruption occurs in the everyday administration of the Subordinate, all funds existing in the bank account will be turned over to the appointing Officer, or designate, for safekeeping. In addition, the Subordinate's Officer will provide any financial information and any other documentation as requested by the appointing Officer, CEO or Executive Director in a timely manner.
8. Will be reviewed on a yearly basis and, at the discretion of the appointing Officer be renewed.
9. Will promote and utilize a TEAM approach to directing assigned Subordinate by seeking from and sharing information with fellow Directors and my appointing Officer. As an Officer of the Association, I am to serve the Members as well as my appointing Officer and can best do this by sharing information. Shared information is learned information for the future.
10. Will train qualified persons on all the duties related to this position.
11. 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.
12. Understand the monthly newsletter is to be:  
Provided by Region Directors, at no fee at least monthly, to those Officers under his/her direction and Executive Director.  
Provided by District Directors, at no fee at least monthly, to the Chapter Directors within the District, Region Director and Executive Director.

