

GOLD COUNTRY RIDERS (GCR)

JOB DESCRIPTIONS (as of October 20, 2015)

All GCR Elected Individuals should become familiar with the GCR Bylaws and should help to make sure that they are being followed. They should also be knowledgeable of the CDSA Handbook (Chapter [guidelines](#)) and supportive of the Women On Wheels® (WOW) mission statement, goals, and organization (www.womenonwheels.org/about).

GCR Board Member (Director, Director-elect, Previous Director, Secretary, Member-at-Large)

** Must have been a Full GCR (and WOW) Member for One Year at the time she takes office.*

- 1) Serve as a member of the GCR Board, to help make decisions that enable the Chapter to fulfill the WOW Mission Statement.
- 2) Attend Board Meetings, at least twice a year, to evaluate, review, brainstorm and improve the chapter's current and future direction.
- 3) Help prepare, review and/or submit to members, proposals concerning significant changes.
- 4) Make decisions on minor GCR issues, so that members are not bogged down by 'the details'.
- 5) Be familiar with GCR's past and GCR documentation, so that we are not reinventing or redoing things that have already been discussed, rejected, voted on and/or completed.
- 6) Find solutions when other officers are absent or unable to complete their duties.
- 7) Be willing to serve on at least one GCR Committee, which may be formed to address some complicated, time consuming or research dependent Chapter related topic.
- 8) Prepare for and execute yearly elections, in time to announce new officer positions before the WOW deadlines (presently by the end of November). Encourages members to volunteer for the many positions.

GCR Director (Board Member)

** Must have been a Full GCR (and WOW) Member for Two Years at the time she takes office.*

- 1) Informs, coordinates, and directs the GCR Chapter; dialogs with WOW leadership as needed ; and solicits input and assistance from the GCR Board Members and members when needed.
 - a) As the Board chairperson - unites the Board Members to make sure that the Chapter requirements and desires are being addressed and satisfied, while benefiting our mission.
 - b) Supports the volunteer leaders and encourages members to lead and participate in monthly rides; attend meetings and events; and to help with other GCR or WOW promotions and activities.
 - c) Requests to be included in WOW's Chapter Director forums (such as yahoo groups, Facebook groups, email distribution lists, etc..) to stay informed and to respond to their inquiries and requests, such as notification of officer changes, membership status, and yearly Chapter reports.
 - d) Prepares the Director-elect for her future Directorship.
- 2) Prepares a monthly meeting agenda (with member inputs); sends it out via email at least 3 days prior to meetings and presides over the GCR Meetings. Reviews the Secretary's meeting summary; makes any modifications or additions then sends out a final summary to the GCR members via email and to the Webmaster, for uploading.

3) Oversees the collection and distribution of funds when needed, with the oversight of another full member. Makes sure that all routine expenses, such as the website and Chapter fees, are planned for (donations requested) and paid for, on time.

4) Serves as a Board Member for the year following her term as a Director.

GCR Director-Elect* (Board Member)

1) The Director-elect will partner/train with the Director for one year, and will then become the Director for the following year.

2) The Director-elect will automatically become a Board Member in January, so that she can become part of the decision making process, in preparation for her future term.

3) Fills in for the Director when requested (if she feels qualified) to cover a meeting or event.

* In the same category as WOWs 'Co-Director, Assistant Director' officers, but with only GCR desired duties

GCR Secretary* (Board Member)

1) Attends monthly GCR meetings and if a Board Member, attends Board Meetings.

2) Circulates and maintains an attendance sheet at meetings and take notes during the meetings. Summarizes the meeting notes and sends them to the Director within 10 days (an editable Word Document format is desired). The Director will then finalize them and send them out to members.

3) Keeps the Chapter's boxes of important records, past history documents and promotional supplies, making them available when needed.

4) Assist the Director with other administration/secretarial type needs, such as securing our meeting place each month.

* In the same category as WOWs 'Secretary' officer, but with only GCR desired duties

GCR Member-At-Large (Board Member)

A Member-At-Large is any Full GCR Member who qualifies and is elected to serve on the GCR Board.

Treasurer

Presently our chapter does not require a treasurer because we do not require membership fees and we do not collect and hold money. Any chapter expenses are approved for in advance and paid for by volunteer membership donations.

GCR Recruiting and Membership Coordinator*

1) Coordinates the Recruiting and Membership Assistants to assure all membership needs are being satisfied such as keeping mailing lists up to date and assisting new members.

2) Initiates efforts to draw new members to Women On Wheels® by encouraging participation in local bike nights; promotions, and publications related to women, motorcycle riding and safety.

3) Keep the Director informed of membership information and status (new, expired, and missing members) and other communications concerning our chapter members.

* In the same category as WOWs 'Recruiting and Membership Coordinator' and 'Sergeant at arms' officers, but with only GCR desired duties

Assistants for the Recruiting and Membership Coordinator

1) Be responsible for some aspects of the Recruiting and Membership Coordinator's tasks such as:

- a) Keeping up the GCR Membership List and email distribution lists
- b) Welcome new members and provide them with the New Member Packets
- c) Verifying licensing, insurance and time on current motorcycle

- d) Contacting members who have not been seen or heard from for several months
- 2) Provide ideas to increase and maintain WOW and GCR membership
 - a) find opportunities to promote WOW and GCR in social media, with news outlets and at local motorcycle related events such as Bike Nights
 - b) prepare interesting and encouraging articles for local resources and WOW magazine

GCR Monthly Ride Coordinator*

- 1) Prepares for and circulates requests for Monthly ride leaders, Spring Fling, Fall Jam, and Year End Party Planners. Maintains these lists of volunteers, and reminds them before their event.
- 2) Makes sure that Ride Leaders are aware our GCR Ride forms, ride rules, ride resources and signals. Provides tips on how to prepare directions, pre-rides, recruit additional leads and sweeps and how to inform our members of their rides and events (via email and by having directions posted on website).
- 3) Is a resource for any questions volunteers may have for their ride or event.
- 4) Mentors the incoming Monthly Ride Coordinator during January of their term, and makes sure that the January ride has already been scheduled and announced in December.

* In the same office category as WOWs 'Road Captain', but with only GCR desired duties

GCR Safety and Motorcycle Presentation Coordinator*

- 1) Recruit volunteers to speak on safety and motorcycle related topics during the monthly GCR Meetings; approves the topic and helps them to prepare.
- 2) Consults with the Road Captain, Director and Board Members for some presentation ideas.
- 3) Communicates with the Director for time on the Agenda and sends out a brief Safety and Motorcycle Presentation announcement to the GCR members by email, 4 or 5 days prior to the meeting, to encourage high attendance. Optionally, post an announcement on the GCR FB page.

* In the same office category as WOWs 'Activity Coordinator', but with only GCR desired duties

GCR Points Keeper and WOW Mileage Contest Coordinator

- 1) For WOW Mileage, just remind the GCR Members of when (and how if necessary) to enter their yearly mileage, using the process defined on the WOW's website.
- 2) Using an excel worksheet (or your desired tracking tool) to keep track of points. Request attendance from the event organizer; receive and log each person's points for the various GCR activities, such as ride leading, sweeping, attending meetings etc..
- 3) Make suggestions to improve the 'Points' process with the Director and/or Board if needed.
- 3) Distribute Point information to the members and to the Director prior to the December meeting so that the point leader(s) can be recognized. Distribute them more frequently, like quarterly, if you desire as it encourages more member involvement.

GCR Order Coordinator (orders badges, Tshirts, business cards, etc..)

- 1) Ordering Chapter stuff is normally done once a year. This requires announcements at meetings and the sending emails out to members, that you will be taking orders for a specified period of time.
- 2) Work with the members who may want to drive the ordering of chapter related things and make sure that money is properly collected, receipts are given, and that orders have been placed and are with the companies agreed upon.
- 3) Make sure that orders are pick up the orders and distribute to the members when promised.
- 4) Find out the past ordering process from prior members to help assure success in ordering.

GCR Webmaster

- 1) Communicate with our web site provider godaddy when necessary; have some knowledge of web development (or be a quick learner); make sure our yearly fees are paid by GCR (a donation our sponsor A&S Cycles has generously given in the past).
- 2) Upload photos, meeting summaries, safety presentation, special notices, board/director requested documents and upcoming GCR events.
- 3) Maintain the GCR Email Distribution Lists, which current exist within godaddy.
- 4) Train Assistants to help with Website updates and delegate the work load as desired.

Assistants for the GCR Webmaster

Help the GCR Webmaster with her many tasks for keeping the website up to date and informative.

GCR Closed Facebook Administrator

- 1) Adds and removes members, ideally checking and updating membership two times a year
- 2) Makes sure new and existing members are following the group guidelines and can remove postings, upon their discretion without warning or approvals when posts cause misunderstandings. (Guidelines can be found on the GCR Website on the Resource/Links page "GCR Media and Social Media Guidelines".

Assistants for the Facebook Administrator

Helps the Facebook Administrator keep Facebook up to date, positive and informative.

Additionally we will always need... :

- * Members to greet and welcome visitors and new members
- * Monthly Ride Leaders, Assistant Ride Leaders and Ride Sweeps.
- * Mentors to help first time ride leaders and our
- * Presenters to help our Safety and Motorcycle Presentation Coordinator
- * Persons to help at WOW/GCR promotional booths, during motorcycle related events.

NOTES....:

These Job Descriptions are simply general guidelines, written to maintain some sort of Chapter order and to help with the volunteer and yearly election process.

The WOW Chapter Director /State Ambassadors Handbook (Section 4) was used as a guideline for titling and describing some of these descriptions, but much was added and removed to better fit the specific needs and desires of the GCR Chapter and the volunteers.

Job tasks can be added or removed from the descriptions and new positions can be included, upon a request to the Nomination Committee, Director and/or Board members.