



Gold Wing Road Riders Association *OCP Update 2011*



To maintain OCP Certification:

The OCP Update 2011 is to be presented at all Region and District Operations Meetings. Members or Officers needing the update and not attending an Operations Meeting may request a copy of the OCP Update 2011 document in either electronic or hard copy format.

It is the responsibility of the Member to notify their Region or District Leadership Trainer that they have received and have reviewed the OCP Update information. The notification must be made in writing and may be sent electronically or by hard copy.

The Trainer is then to forward the Officer's or Member's name and GWRRA membership number to Ed Nahl, International Assistant Director of LTP.



OCP Update 2011

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Published by GWRRA, Inc. 21423 North 11th Avenue, Phoenix, AZ 85027
Fax 602-581-3844 Phone 800-843-9460, 623-581-2500



The OCP 2011 Update is for Officers and Members who were certified in the GWRRA Officer Certification Program prior to October 31, 2010.

All OCP programs utilizing updated information presented after October 31, 2010 will contain all current information including the information in the OCP 2011 Update.



Introduction

- Appointment and Concurrence protocol
- Building on our “Team” concept
- Membership Enhancement Coordinators to become Officers
 - Appointment process for Membership Enhancement Officer
- Treasurers to become Officers
 - Appointment process for Treasurers



Appointment, Concurrence Protocol...

- There are those that Appoint and those that Concur. The term “approval” is not fitting. “Concurrence” better describes the model we follow.
- There are no appointments without concurrence.
- In the event there is a deadlock, the Appointing Officers will work to resolve the issue.



Appointment, Concurrence Protocol...

How to avoid problems, especially when appointing Core Team members at the District and Region level.

- Both parties will create a list of potential candidates. Typically, common candidates are found on both lists. Before the interview process starts, both parties must agree on the candidates to consider. For District and Region appointments, this final list should contain 3 to 5 candidates and be completed within 10 days of starting the process.
- Since the candidate will be serving on the Director's Team, the Director will be first to initiate the interview process. Once candidates are contacted by the Director, the Appointing Officer will interview the candidates. The interview process should be completed within 10 days.



Appointment, Concurrence Protocol...

- The Appointing Officer and the concurring Director discuss the candidates and their interviews. Both parties need to be fair-minded and flexible. This may mean that the selection is not the #1 pick of either the appointing or concurring party. To reach a decision, both parties may need to compromise. Priority should focus on the ability of the candidate to run the programs properly in service of the membership.
- Agreement is reached prior to announcing the appointment. The Director communicates the appointment as a “joint effort” by both parties. In the announcement, the concurring Director identifies the Appointing Officer. Example: *The Region Educator, (Region Educator name), and I are pleased to announce the appointment of...(District Educator)*
- The entire appointment process should be completed in 30 days or less.



Change of Title

The title “**Executive Director**” is now changed to “**Director of GWRRA.**”





Building on our Team Concept

Having all positions on the Core Team as Officers

- Promotes better utilization and empowerment of the TEAM.
- Promotes an informed and unified decision process.
- Essential for an effective budget process.
- Improve the appointment and review process.

Patches to be a visual reflection of our structure and synergy.





Membership Enhancement



Effective January 1, 2011

- Membership Enhancement Coordinators at every level (Region, District and Chapter) will be recognized as Officers in GWRRA.
- As Officers, will be required to sign the Memorandum of Understanding (MOU).
- Serves at the pleasure of the appointing Officer.
- Appointment process will change



Membership Enhancement Appointments

- The International Director of Membership Enhancement will appoint all **Region Membership Enhancement Coordinators**, with the Region Director's concurrence.
- The Region Membership Enhancement Officer will appoint all **District Membership Enhancement Coordinators**, with the District Director's concurrence.
- The District Membership Enhancement Officer will appoint all **Chapter Membership Enhancement Coordinators**, with the Chapter Director's concurrence.



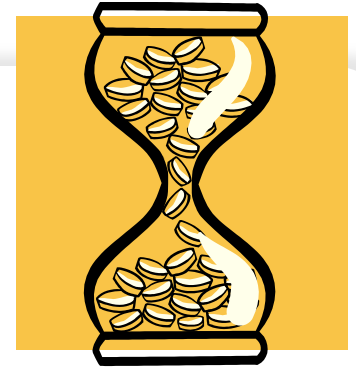
International Director of Finance

- Appointed by the Director of GWRRA and serves on the International Team.
- Assists Treasurers with facilitating annual “Planning and Budget” meeting.
- Ensures that the correct Officer and EIN is listed for the subordinate.
 - Data is included in the Master List of subordinates furnished to the IRS.
 - Ensures form 8822 is filed when the information needs to be updated.
- Works with Leadership Training to develop Treasurer training modules.
- Facilitates better coordination with the Regional/District/Chapter 990 tax return filings.
 - Understanding 501(c)4 compliance
 - Help resolve IRS issues
- Understands changes to the IRS requirements and communicates these changes to the Region/District/Chapter level in a timely fashion.



Treasurer

Effective January 1, 2011



- Treasurers at every level (Region, District and Chapter) will be recognized as Officers in GWRRA.
- As Officers, all Treasurers will be required to sign the Memorandum of Understanding (MOU).
- Serves at the pleasure of the appointing Officer.
- Appointment process will change.



Treasurer Appointments

- The **Region Treasurer** will be appointed by the Region Director, with the concurrence of the International Director of Finance.
- The **District Treasurer** will be appointed by the District Director, with the concurrence of the Region Treasurer.
- The **Chapter Treasurer** will be appointed by the Chapter Director, with the concurrence of the District Treasurer.



Treasurer Succession of Office

At all levels, when a change in Treasurer occurs, the closing Financial Reports and accounting of funds will now follow the **same requirements** as established for a change in Director.



Summary

- Executive Director is now known as Director of GWRRA.
- Appointment protocol is now recommended.
- Membership Enhancement Coordinators will become Officers and appointment process changed.
- Treasurers will become Officers and appointment process changed.
- Documentation for both is required.