

GWRRA Chapter Director and Chapter Officer Appointment Process

This information has been condensed to reflect the process to fill Chapter Offices.
Go to <http://gwrro.org/oconnect/documents/appointment-process.pdf> to see the full document.

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.

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;
 - a. Complete the Appointment Form and MOU and email them to the Home Office;
 - b. Announce the new Chapter Director; and
 - c. Install the new Chapter Director.

All Officers but Director - Ride Coordinator, Membership Enhancement and Treasurer

1. The Chapter Director is responsible to put their TEAM together and will take the lead in this process.
2. The Chapter Director will pursue candidates who meet the qualifications to fill the position, considering any Assistant as the first candidate.
3. When the Chapter Director decides on the candidates, the Chapter Director will discuss the candidates with the PA District Program Officer.
 - a. The PA District Program Officer will Interview the candidates as necessary.
 - b. The Chapter Director and the PA District Program Officer will discuss the qualifications of each candidate and the reasons the Chapter Director believes they would be a good addition to the Team.
 - c. If Chapter Director moves forward with a candidate that does not have the full support of the PA District Program Officer, Program Officer will create a plan to train and coach the candidate and discuss that plan with the Chapter Director.
 - d. If there is critical concern, PA District Program Officer may discuss the potential appointment with the Director one level up.
4. The Chapter Director will:
 - a. Decide which candidate is best suited for the position;
 - b. Complete the Appointment Form, MOU and Oath of Office and email them to the PA District Director and PA District Program Officer.
 - c. Announce the new Officer; and
 - d. Install the new Officer.

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

1. The Chapter Director or Chapter Program Officer 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 Chapter Director or Chapter Program Officer at each level will:
 - a. Decide which candidate is best suited for the position;
 - b. Complete the Appointment Form, MOU and Oath of Office and email them to the PA District Director and PA District Program Officer
 - c. Announce the new Assistant; and
 - d. Install the new Assistant.