



NSWOW Chapter Positions

Annual Elections and Appointments are to be held by November 30th

Chapter Director – elected position

Responsibilities include, but are not limited to the following:

- Assume organizational and advisory responsibility for the chapter
- Arrange for use of a meeting place
- Coordinate the chapter activities and programs
- Act as liaison between chapter members, state ambassador and WOW National
- Oversee and monitor use of chapter funds
- Report to the state ambassador on chapter activities and submit annual report
- Renew the chapter charter annually
- Maintain a current chapter member mailing list including all contact information

Chapter Treasurer – elected position

- Maintain current and accurate record of the chapter finances
- Provide financial reports at each chapter meeting and when requested by WOW National
- Collect and distribute funds as necessary and under the direction of the chapter director
- Coordinate the sale of raffle tickets at meetings and off site events
- Attend board meetings as necessary

Chapter Assistant Director – appointed position

Responsibilities include, but are not limited to the following:

- Assist the chapter director in her efforts to bring about a well-coordinated, fun to- be in and active chapter
- Assume the chapter director's duties in her absence, including managing chapter meetings
- Maintain a current chapter member mailing list including all contact information

Chapter Secretary- appointed position

Responsibilities include, but are not limited to the following:

- Take minutes of chapter meetings and make notes of items requiring follow-up for the chapter director; post minutes of chapter meetings on forum and via email
- Provide and collect the sign in sheet for monthly chapter meetings
- Be responsible for all aspects of The Sunshine Fund following policy guidelines
- Provide financial report at monthly chapter meeting.
- Work in conjunction with treasurer to obtain gift cards for the Sunshine Fund
- Complete other duties of a secretarial nature as required

Chapter Sergeant At Arms and Alternate– appointed position

- Bring monthly chapter meetings to order and adjourn per director's request.
- Make presence known during all meetings.
- Address excessive noise and /or distractions during the meeting.

Chapter Webmaster – appointed position

Responsibilities include, but are not limited to the following:

- Maintain the chapter website; keep information current
- Correlate and keep current the chapter activity calendar
- Work with chapter historian to collect, post and archive ride and event photos to maintain current activities for members and site visitors
- Maintain chapter email listserv

Chapter Newsletter Editor(s) – appointed position

Responsibilities include, but are not limited to the following:

- Compile and edit the chapter newsletter; place or forum, email or mail copies
- Solicit and receive articles for newsletter from chapter officers and members

Chapter New Member Coordinator – appointed position

Responsibilities include, but are not limited to the following:

- Welcome and introduce new and potential members to the chapter meetings
- Correspond with interested parties who may contact our chapter either through email or another member
- Plan and implement activities which place WOW and the chapter before the public in a favorable manner
- Promote news media coverage of chapter events
- Maintain current information and distribute NS Welcome packages to new members

Chapter Safety Officers – appointed position

- Keep up to date on current first aid procedures and safety measures especially to the motorcyclist
- Discuss road etiquette and an ongoing safe riding program within the Chapter. Presentations at monthly meetings.
- Work with members in safe riding practices and procedures to follow when riding with others in a group according to MSF recommendations and agreed upon chapter riding rules
- Make sure the “Lead” and “Sweep” are up-to-date with current policies and procedures prior to each ride.
- Address member concerns via safety@nswow.org or individual contact

Chapter Historian- appointed position

- Arrange that pictures are taken at chapter activities; soliciting other members to take photos
- Keep a photo album of chapter activities from pictures donated by chapter members
- Work with the chapter webmaster to insure pictures and information on the website remains current
- Keep newspaper and other publications and/or awards featuring the chapter or its members
- Keep a current running history of the chapter including all events, rides, and activities

Chapter Librarian

- Compile and maintain a lending library of motorcycle related topics including, but not limited to books, videos, and DVDs.
- Maintain a list of all materials and know the location of each.