

Chapter Leader Guidelines Amended and Updated January 2023

(Chapter leaders require executive committee approval. Terms of service for chapter leaders are typically about 2-3 years with possible extensions.)

First, thank you! Your willingness to lead a TRA chapter and help our association grow are greatly appreciated by the TRA Executive Committee. Please remember the general director and executive committee members are always available to assist you in any way they can. Don't hesitate to ask! Questions should be directed to the general director, however, executive committee members will be happy to answer your questions if called upon. (See the TRA roster on the website for phone & email info.)

Please remember, the goal is to have fun riding with your friends. These guidelines are based on the TRA bylaws, policies, and the long term success of existing TRA chapters. They are provided to help you be safe, have more fun riding, and have less worries leading. Adapt them to the size of your chapter and as the situation dictates. You may also ask members to assist you in various positions (see "Chapter Organization" below.)

The Chapter Leader should strive to:

Oversee all the functions of the chapter.

Schedule at least one chapter meeting and one chapter ride per month. This works best if held on the same day, or days of every month and can be combined.

- A monthly meeting is held to discuss TRA business, activities, and upcoming events. These meetings are generally held at restaurants; others are picnic, pot-luck, or backyard affairs. We have a good time eating, visiting, telling about the past rides, and getting psyched for the upcoming rides.
- Most chapter rides are from a couple of hours long to several hours and usually include a meal along the way. If there is another TRA Chapter within easy riding distance, consider joining them for a combined ride or two each year. An overnight ride should not replace the regular scheduled monthly ride, but should be in addition to it.
- Schedule one chapter temple visit per month when possible.

Plan the majority, if not all, chapter meetings, rides, and temple visits at the first of the year and post them as soon as possible on the TRA website events calendar on the dashboard at www.templeriders.com. This will allow your chapter members to attend more events by scheduling their work, vacations, etc. well ahead of the event.

If your chapter has a **private** TRA Facebook group, you should post each event there and in emails to chapter members prior to that event.

Email your members your chapter calendar and include upcoming general TRA rides such as “super rides”, bi-annual TRA rallies, Christmas party, soup social, etc. Share this calendar as soon as possible.

Promote the TRA personally and encourage other members to do the same. Chapter leaders or members should not use local church organizations or their associated lists to promote or recruit for the TRA. A good way to “spread the word” would be face-to-face conversations, use TRA business cards, share TRA rides and events on social media, or offer to do an “Armor of God” fireside for them, especially for the youth (see “Armor of God” outline on the website under “About Us”)

Be familiar with the TRA bylaws and policies, and encourage chapter members to follow these guidelines.

Be familiar with the TRA website and encourage chapter members to use the website.

Set-up a **private** Facebook group page if not already set-up and keep the list of “admins” up to date.

Encourage chapter members to be good representatives of Christian standards and the TRA.

Possibly support a local charity.

You will be notified via email as soon as a new member, who lives within the area covered by your chapter, joins the TRA. Within a week of them joining, please make a personal phone call to them to introduce yourself and add them to your email list.

Make sure new and potential members are introduced and warmly welcomed into the TRA. If they do not feel welcome or included they will not stay active in your chapter. Email your chapter’s calendar to new members. Make sure they also know how to find that information on the TRA website.

Learn the names of those in your chapter, and greet everyone you can by name.

Help foster a spirit of brotherhood/sisterhood among the members.

Help establish a pattern of having prayer at the beginning of each meeting and each day’s ride.

Chapter Organization:

“The more, the merrier.” Based on the number of active members in your chapter, involve as many members in running the chapter as is practical and who are willing to help the chapter run smoothly. You don’t have to do it all yourself! Do not be offended by those who have no desire to accept leadership roles, some members just want to ride along and socialize with like minded motorcycle enthusiasts.

Some suggestions for additional chapter assignments to consider are below. (It’s ok for one person or couple to serve in multiple capacities.) These positions do not require executive

committee approval, but the general director should be kept up to date with the names of those who have been appointed. He in turn will notify others who need this information.

- Assistant chapter leader: to conduct meetings when the chapter leader can't attend. Also, to assist in the overall management of the chapter as needed.
- Secretary or communications coordinator: manage email list and chapter **private** Facebook group. Email and post rides, meetings, and events to keep members informed and up to date. Add him/her as an admin on Facebook group in order to approve/decline requests to join that group.
- Newsletter (and Facebook) reporter: to gather info about meetings and rides and turn it into the newsletter editor. Include photos when available. Possibly post on private chapter and TRA Facebook groups.
- Compassionate Service Rider: Contact chapter members who are ill, injured, or mourning a loved one. Send them a note, card, email, etc, then share this info, with their permission, with the chapter, on the TRA website forum, and TRA private Facebook group. Send flowers if it is a member or spouse of a member who has passed away. (See Compassionate Service Rider guidelines).
- Ride coordinator: Coordinate the ride planning committee. Encourage chapter members to make suggestions for a ride that they would be willing to plan and lead. These rides would need the chapter leader's approval and could replace an already planned monthly ride or be in addition to it.
- Ride planning committee.
- Meeting coordinator: to make sure that a monthly meeting is scheduled each month, decide on a time and location, and notify the manager of the location in advance.
- Safety coordinator: to find and distribute information on motorcycle safety. No TRA ride should commence without appropriate safety preparation and instruction. TRA members should be encouraged to take Motorcycle Safety Foundation courses and to learn motorcycle hand signals and as much as possible about motorcycle safety. Basic rider safety materials are available from the Motorcycle Safety Foundation at www.msf-usa.org.
- Historian / Photographer: This could be combined with TRA Facebook and/or newsletter correspondent.