

## Information for Chapter Leaders:

*(Chapter Leaders require Executive Committee approval. Terms of service for Chapter Leaders have typically been about 2-3 years, but circumstances sometimes change, and the spirit should guide in those cases.)*

The Chapter Leader should:

- Oversee all the functions of the chapter.
- Strive to schedule at least one Chapter meeting and one Chapter ride per month.
- Promote the TRA personally and encourage other members to do so also.
- Be familiar with the TRA Bylaws and Policy Statements, and encourage Chapter Members to follow these guidelines.
- Be familiar with TRA Web Site and encourage Chapter Members to use the Web Site. Also, know how to download Membership Application Forms for prospective members.
- Encourage Chapter Leaders and Members to be good representatives of the Church and the TRA.
- Help foster a spirit of love and brotherhood/sisterhood among the members.
- Make sure new members and potential members are introduced, and warmly welcomed into the TRA.
- Learn the names of those in your Chapter, and greet everyone you can by name.
- Help establish a pattern of having prayer at the beginning of each meeting, and to begin each day's ride.
  - Try to find meeting places where there is enough privacy to allow for a prayer.
  - However, if the environment is not conducive to prayer, be guided by the spirit.
- Select Assistants to help the Chapter run smoothly, and to provide opportunities for service.

*(Note, 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)*

  - Some of these Assistants might be:
    - Assistant Chapter Leader: to conduct meetings when Chapter Leader can't attend. Also, to assist in the overall management of the chapter as needed.
  - Newsletter Reporter: to gather info about meetings and rides and turn info in to Newsletter Editor.
  - Ride Coordinator: to encourage Chapter Members to sponsor monthly rides, and give assistance.
  - Meeting Coordinator: to make sure that a monthly meeting is scheduled each month.
  - Phone Tree Coordinator: is in charge of phoning members to remind them of meetings & rides.
  - Chapter Website Coordinator: in charge of posting calendar events and other info to Web Site.
  - Chapter 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 as much as possible about motorcycle safety. - Basic Rider Safety Materials are available from the Motorcycle Safety Foundation - contact your local Rep. The web site is [www.msf-usa.org](http://www.msf-usa.org).
- Questions should be directed to your State Director, Regional Director or the General Director. However, Executive Committee Members will be happy to answer your questions if called upon.
- Current Executive Committee members are: *(See TRA Roster and Web Site for phone & email info)*