

## Information for State Directors

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

The State Director should:

- Become familiar with all Chapter Leader duties and responsibilities.
- Serve as a resource and support for the Chapter Leaders.
- Provide training materials, encouragement, moral support, etc.
- Promote the TRA personally and encourage Chapter Leaders and Members to do the same.
- Be familiar with the TRA Bylaws and Policy Statements, and encourage Chapter Leaders and Members to follow these guidelines.
- Be familiar with TRA Web Site and encourage Chapter Leaders and 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 Chapters and Members.
- Learn the names of your Chapter Leaders, and greet everyone you can by name.
- In your state, participate in as many Chapter functions as possible, to show your support. Especially support the Chapter Leader of any chapter that is sponsoring a major event or activity.
- When a new Chapter Leader is needed, submit your recommendations.  
*(Chapter Leaders require Executive Committee approval. Terms of service for Chapter Leaders have typically been about 2 years, but circumstances sometimes change, and the spirit should guide in those cases.)*
- Encourage Chapter Leaders to appoint Assistants to help with the work, and to help others grow.
- 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 Web Site)

