



Gold Wing Road Riders Association

Officer Certification Program

January 2010

Why is it necessary now?

The Membership demands it. The Members want trained and qualified Officers who can lead them and make the GWRRA experience the best it can be. It is a long overdue program that should have been available for our Officers.

We want to achieve continuity throughout GWRRA so that the Membership can have the same experience and our Officers can be certain they are doing things the “GWRRA way.”

We want to end the “club” mentality that exists in some areas of GWRRA. Our Association is unique and distinctive in the way we are structured and how we function. Every Officer at every level needs to understand this.

We must give our Officers the tools and information to be successful in the area of responsibility they have.

What it is:

A training and certification program; administered by the Leadership Training Division, for current and prospective GWRRA Officers and interested Members.

In it we communicate what GWRRA is, what it stands for, and why it is structured and operates the way it does. The information is taken from the GWRRA Officer Handbook.

The Officer Certification Program is described in the following bullets:

- A 1½ day training class consisting of:
- 9 (nine) modules covering the Officer Handbook
- Knowledge Exercise
- 4 modules consisting of expanded, advanced seminars especially for the GWRRA Officer.
- An additional module geared specifically for Region/District Directors and their Assistants.

Administration

The Officer Certification Program (OCP) and Knowledge Exercise are to be administered by a Trainer who is certified in the OCP, designated as an Officer Trainer.

The Officer Trainer certified in the OCP must be a Senior or Master Instructor in the Leadership Training Division and meet the following criteria:

To obtain an Officer Trainer status, any Leadership Training Senior or Master Instructor who wishes to become an Officer Trainer must complete the Officer Certification Program and the Knowledge Exercise.

The final step in becoming an Officer Trainer in the OCP is to be observed by a current Officer Trainer presenting a minimum of 4 modules of the OCP. The modules presented must be from Modules 1-9 of the OCP.

Regional/District Trainers

Each Region and District Leadership Trainer must be certified as an Officer Trainer before their appointment will be approved or renewed.

OCP Knowledge Exercise

Each participant must complete the Knowledge Exercise at the OCP Training event if they wish to become a Certified Officer in GWRRA.

The OCP Knowledge Exercise is an assessment of the Officer candidate's understanding of GWRRA as presented in the Officer Handbook.

The Knowledge Exercise will consist of:

- Twenty (20) questions of either true/false, multiple choice and fill in the blank.
- Two (2) questions requiring a short written answer.

The questions will have a value of five (5) points each with a potential score of 110 points.

The completion of the Officer Certification Program and a score of 80 or better on the Knowledge Exercise automatically certifies the Officer.

The OCP Trainer will review any missed questions with the Officer.

Scores of less than 80 will be evaluated on an individual basis.

Candidates will be coached by an Officer Trainer on any knowledge gaps to help them achieve their certification.

The Knowledge Exercise will be given at the beginning of the second day of the OCP.

The Exercise will be pulled from a pool of questions taken from OCP program content on the Officer Handbook.

The participants will be provided a study guide consisting of all of the possible questions on the Knowledge Exercise at the end of the first day of the OCP.

There are four (4) different Knowledge Exercises. One of the four will be used for each Officer Certification Program.

The Region Leadership Trainer will determine which of the four exercises will be used at each OCP.

The Region Trainer will be required to rotate the four exercises and record which Knowledge Exercise was given at each OCP and who completed the program on their quarterly LTD report.

Officer Assistance

The Knowledge Exercise shall be given to any Officer or Officer Candidate in a manner which is clear and understandable to the participant.

Oral Knowledge Exercises are available on request. Discretion is a MUST!

Every effort will be made to assist any Officer who wishes to become a Certified Officer in GWRRA to obtain that status.

Implementation

Any new Officer at any level including Chapter, District, or Region taking office after February 28, 2010 is required to be a Certified Officer under the criteria of the Officer Certification Program.

Current Officers

All current Directors and Assistant Directors at each level (Chapter, District, and Region) must complete the Officer Certification Program by August 31, 2010.

When the current appointment term (1 year) ends, any Officer wishing to be reappointed for another term in office, at the same level, is required to become a Certified Officer under the requirements of the Officer Certification Program.

Maintaining Certification

Current Region and District Trainers will be responsible for communicating any official changes to the Officer Handbook at their respective Annual Officer meeting.

A list of Officers attending the annual meeting and a copy of the information provided to the Officers at such meeting is required to be submitted to the Director of LTD within 15 days of the meeting date.

To maintain Officer Certification, the following criteria must be met:

- Attend the Annual Officer meeting in the Region/District the Officer serves in to receive all OCP updates.
- It is the responsibility of the Region/District Trainer to communicate the OCP updates to any Officer unable to attend their Annual Officer meeting.

Former Officers

If a former Officer has been out of office for more than 12 months and is appointed to a new Officer position, completion of the current Officer Certification Program will be required before their appointment is approved.

This policy is to insure all Officers are knowledgeable of the current policies and procedures of GWRRA.

Members

The Officer Certification Program is open to any Member or Associate Member of GWRRA.

The OCP is also an informational seminar for any Member who wishes to learn more about the Association.

Example

If a Member is currently serving as an Assistant Chapter Director and the Chapter Director suddenly steps down after February 28, 2010, and they have not completed the Officer Certification Program, it must be completed within 60 days before being appointed and approved as Chapter Director.

Example (higher office)

For Chapter or District Directors asked to move up to the District or Region Directors position after February 28, 2010, the OCP must be completed before the appointment will be approved.

OCP Deadline

Under the policies discussed earlier in this presentation, all GWRRA Directors and Assistant Directors at every level are to be certified under the Officer Certification Program by August 31, 2010.

David & Kathy Orr
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