



Chapter Directors Guide

1. Be on Time. A few minutes ahead of others is really the best so you can get organized and be there to greet people as they arrive. After all, when new members arrive at a meeting they are looking for the Chapter Director.
2. Always stand while you are speaking and conducting meetings. Make your spouse and Assistants part of the meeting.
3. Introduce yourself and your staff.
4. Introduce new members and/or visitors.
5. Always have an agenda on paper. Be prepared.
6. Pass along National, Region and District News. If any officers from outside your chapter are present, introduce them and give them a chance to talk.
7. Discuss any new items that may be of interest to all.
8. Announce dates and locations of upcoming rallies and other events.
9. Pass out flyers or bring to member's attention that specific flyers are available at the gathering.
10. Encourage members to participate in other Chapter's events as well as their own.
11. Encourage safety – include time for a Rider Education talk.
12. Promote renewing membership.
13. Set an Example – Wear your vest and/or chapter shirt to all GWRRR functions. Encourage your chapter participants to proudly wear their also.
14. Keep your meeting in a convenient location at a convenient time without outside distractions.
15. Stick around after the meeting. Be the last to leave so you are available to answer any questions.
16. You or your Public Relations person should go to your local Chamber of Commerce or newspaper to let them know what you are doing. Tell them about our Rider Education and Motorist Awareness programs.
17. Proof read your newsletter before it goes to print. Keep the newsletter interesting, informative and in good taste. No negatives.
18. Make sure your chapter benefits from funds raised. Remember, Charity begins at Home.
19. Cover Group Riding Rules with your chapter members.
20. Make Chapter Events Fun. Show your enthusiasm when discussing events.