

Trike Riders International

Volunteer Leadership Understanding (VLU) for Operations Leadership Positions

(Check One)

Region	District	Chapter
<input type="checkbox"/> Director/Leader	<input type="checkbox"/> Director/Leader	<input type="checkbox"/> Director/Leader
<input type="checkbox"/> Assistant Director/Leader	<input type="checkbox"/> Assistant Director/Leader	<input type="checkbox"/> Assistant Director/Leader

This Volunteer Leadership Understanding, made this _____ day of _____, _____, is intended to represent the expectations between volunteer Officers and the Trike Riders International organization.

By accepting this position, I:

1. Am appointed for a probationary period of six months. Said probation will expire on _____, _____. After satisfactorily completing the probationary period and at the discretion of the appointing Officer, this VLU will be considered as continuous during my tenure.

2. Will proudly wear the Official TRI 10” patch on a vest or jacket or on any appropriate items of clothing I select. My responsibility will be to help establish and maintain a pride in TRI membership and to encourage Members to wear the official 10” back patch.

3. Will immediately upon being appointed to the Officer position, select a current Member, excluding Assistants, their spouses or anyone in the Officer’s immediate family or residing in the same household, to be given the responsibility of Treasurer. The Director/Leader shall establish a non-interest-bearing checking account in the name of the Region, District or Chapter (hereinafter referred to as “Subordinate”). The appointing Officer is required to sign the Signature Card, along with the Treasurer and myself. Each check written by any of the signatories on this account must have prior written approval from one other signatory. This document is to be kept on file. Most financial institutions require the Subordinate’s taxpayer ID number be furnished prior to opening this account.

4. **Understand that monies raised in the name of TRI are intended only for the operation of the Subordinate, and no Officer may use the TRI name or their office for personal gain. It is also understood that all expenses require receipts on file.** The appointing Officer shall review all financial reports for the Subordinate and submit to TRI Home Office a copy, if requested, with the appropriate documentation as listed in the TRI Operations Manual. (See TRI Operations Manual for full financial report process.)

5. **Understand that literary works (including manuals, courses, books, periodicals, articles and other written materials) created in the scope of this volunteer officer position are considered the property of TRI and must be affixed with the name Trike Riders International (TRI), year of first publication and the symbol © or the word “copyright” and must have approval, in writing, from the Executive Director.**

6. Understand that if difficulties regarding the operation of the Subordinate occur, the appointing Officer has the authority to conduct the business of the Subordinate with full authority and accountability. In the event that a discontinuance or interruption occurs in the everyday administration of the Subordinate, all funds existing in the bank account will be turned over to the appointing Officer, or designate, for safekeeping. In addition, the Subordinate’s Officer will provide any financial information and any other documentation as requested by the appointing Officer, CEO or Executive Director in a timely manner.

7. Will be reviewed on a yearly basis and, at the discretion of the appointing Officer be renewed.

8. Will promote and utilize a TEAM approach to directing assigned Subordinate by seeking from and sharing information with fellow Director/Leaders and my appointing Officer. As an Officer of TRI, I am to serve the Members as well as my appointing Officer and can best do this by sharing information. Shared information is learned information for the future.

9. Will train qualified persons on all the duties related to this position.

10. Realize the importance of setting an example of good leadership and always listening to the concerns of the Members and will maintain and demonstrate a positive attitude toward TRI and the Home Office.

11. Understand the bimonthly newsletter is to be:

Provided by Region Director/Leaders, at no fee, to those Officers under his/her direction and Executive Director

