

Trike Riders International

Volunteer Leadership Understanding (VLU) for Staff Position of Treasurer

(Check One)

Region	District	Chapter
<input type="checkbox"/> Treasure	<input type="checkbox"/> Treasure	<input type="checkbox"/> Treasure

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. My position is one of responsibility and is advisory. It is not one of authority. The conduct of my fiduciary responsibilities is in concert with the Chapter leader and funds shall not be accessed without the knowledge and signatory permissions of both positions.
4. Understand that monies raised in the name of TRI are intended only for the operation of the Subordinate, and no Officer or staff member 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. Under all normal circumstances and conditions I shall not hinder the Chapter leader or Chapter activities by withholding my signature and preventing the leader or Chapter’s access to its funds. I may withhold my signature and access to Chapter funds under certain conditions and circumstances described in the TRI Operations Manual or as advised and under the authority of the TRI Operations Director assigned to oversee Chapter funds.
4. Although the primary leader of the Chapter I serve appointed me; only the next level of Chapter leadership or the TRI Operations Director to whom I report may involuntarily remove me from my position. If such an event occurs, I have the right of appeal.
5. Immediately upon being appointed to or advanced to the position indicated, I shall assist the Chapter leader in establishing a non-interest –bearing Chapter account in the name of the Chapter, or shall become signatory to the existing Chapter account in according to the procedures outlined in the Tri Operations Manual. I shall expect and receive a full and current accounting of the existing account. The appointing Officer is required to sign the Signature Card, along with the Treasurer, the appointing Officer and next Officer above the appointing Officer. A Chapter account requires a District Officer, a District Requires a Region Officer and a Region requires the Executive Director. 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.
6. Access to the funds in that account shall require the signatures of the primary Chapter leader and the treasurer on all checks or any instruments of withdrawal. There shall be only one deposit/checking account in the name of the Chapter and all Chapter funds shall be deposited in that account. The nature of that account shall be a non-interest bearing account as described and according to the TRI Operations Manual.
7. The Chapter account may not be accessed by debit or credit card or in any manner that negates the requirement for dual signatories. Any such card or method may not be applied for and shall be refused if offered. I understand that monies raised in the name of TRI are intended only for the operations of the Chapter I am appointed to serve.
8. Three signatures are required for the bank’s authorized signature card. These are; my primary Chapter leader, the next level Chapter leader and myself and a copy of said signature card with the account number shall be sent to International Director of Operations to be kept on file. The next Chapter level leadership may only access the account under conditions and circumstances where the Chapter’s existence and/or financial well being are in jeopardy. These are described in the TRI Operations Manual.

