

# STATE OFFICER GUIDELINES

Revised 13 April 2002

## STATE OFFICER DESCRIPTIONS

### A. Coordinator

The Coordinator shall:

1. Preside at Board of Director and Executive Board meetings.
2. Exercise the general supervision and administration of ABATE organizational affairs.
3. Follow and comply with the directives of the Board of Directors and Executive Board.
4. See that the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations are maintained and followed.
5. Oversee all State level committees and all Chapter operations.
6. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
7. Be the official spokesperson for ABATE.
8. Be one of the 3 (three) authorized signers for State funds.
9. Perform such duties as assigned by the Board of Directors or Executive Board.
10. Exercise any and all duties, powers and functions, for or incident to the office of the coordinator.

### B. Vice-Coordinator ( 1 - 3 people )

The Vice-Coordinators shall:

1. Work under the direction of the Coordinator and perform such duties as assigned by the Coordinator or Executive Board.
2. In the absence of the Coordinator exercise the duties of the Coordinator.
3. Be responsible for smooth continuous operations of the State Board.
4. Operate in accordance with the ABATE Bylaws and all other Abate documents that are relevant to ABATE'S operations.
5. Assist the Run Coordinator in the operation and planning of State fund raisers, with the assistance of the State Sergeant of Arms.
6. Supervise and oversee all entry/exit gates at State Runs. (amended 8/8/97).
7. One of the Vice-Coordinators may be designated by the Coordinator to be in charge of the ABATE inventory list and the inventory locations.
8. Perform such duties as assigned by the Coordinator, Executive Board or Board of Directors.

### C. State Secretary

The State Secretary shall:

1. Take accurate minutes of all regular and special meetings of the the State Board of Directors or the State Executive Board.
  - a. Date and sign all minutes taken to verify authenticity.
2. Make all minutes available for use at State Board or Executive Board meetings.
3. Read minutes from prior State Board meetings.
4. Forward a copy of any meeting minutes to all Board member and Officers within one week ( 7 days ) of the meeting.

5. Submit a copy the State Board meeting minutes to the Newsletter Editor for publishing in the State Newsletter.
6. Verify the proper writing of motions and keep a running record of all motions made in a motion logbook.
  - a. The motion logbook is to be available for viewing at all State Board meetings.
7. Keep a record of all correspondence received by ABATE.
8. Write all correspondence - letters, notes, cards and etc.
9. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
10. Perform such duties as assigned by the Coordinator, Executive Board or Board of Directors.

#### D. Membership Secretary

The Membership Secretary shall:

1. Maintain and keep an accurate list of names and addresses of all members.
2. Process all new/renewal memberships and changes of address.
3. Send an updated monthly membership list to all Chapter Membership Secretaries and provide membership forms and packets to the Chapter Membership Secretaries.
4. Assist the Treasurer in maintaining an accurate account of all dues and fees collected.
5. Make all possible efforts to assist the Chapter Membership Secretaries in the recruitment of new/renewal members.
6. On a monthly basis, send renewal notices to members whose membership is due for renewal.
7. Provide updated mailing lists and labels as required for monthly Newsletter mailing or other ABATE business.
8. Obtain and maintain legislative district information for each member.
9. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
10. Perform such duties as assigned by the Coordinator, Executive Board or Board of Directors.

#### E. Treasurer

The Treasurer shall:

1. Be responsible for all ABATE financial transactions and keeping accurate records of all ABATE financial transactions.
2. Be responsible for all accounting and record keeping at State fund raising events.
3. Oversee all Chapter Treasures and Chapter bank accounts in accordance with The ABATE financial policies and procedures.
4. Cause to happen, all tax filings, records, etc. and any tax payments required by law.
5. Be one of the 3 ( three ) authorized signers for State funds.
6. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
7. Perform such duties as assigned by the Coordinator, Executive Board or Board of Directors.

#### F. State Auditor

The State Auditor shall:

1. Receive all Chapter bank and financial statements on a monthly basis. This can be in the form of Quicken, general ledger or hand written, if necessary. Refer to the current Financial Policies and Procedures.
2. If a Chapter does not submit their monthly financial report on time, the State Auditor must make contact with the Chapter Treasurer in a timely manner. If the Chapter Treasurer is unresponsive, the State Auditor must then make contact with the Chapter Coordinator. If neither the Chapter Treasurer, nor the Chapter Coordinator are responsive, then the State Auditor will report non-compliance to the State Treasurer and/or the State Board of Directors.
3. Print and review all Chapter reports and compare with bank statements. The State Auditor is responsible for filing and maintaining a hard copy of all transactions.
4. Create a Reconciliation Summary.
5. Import Chapter transactions into State Accounting Package.
6. Generate a Status of Chapter Financial Reports statement for the monthly State Board meeting and send to the State Treasurer. The State Treasurer will then present the statement to the Board of Directors at the State Board meeting.
7. The statement must be received by the State Treasurer at least one full week prior to the State Board meeting.
8. At the end of the calendar year, all information acquired should be transmitted to the person responsible for doing the State Tax Report.
9. Should have both fax and full time online ( computer ) services to receive and deliver reports.
10. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
11. Perform such duties as assigned by the Coordinator, Executive Board or Board of Directors.

#### G. Newsletter Editor ( Media Officer )

The Newsletter Editor shall:

1. Produce a monthly newsletter which shall include at a minimum.
  - a. Minutes from the State Board meetings and, Chapter reports as submitted.
  - b. A list of the State Officers which shows their phone numbers, fax numbers and email addresses as applicable.
  - c. A list of Chapter contacts, Chapter meeting place addresses and meeting times.
  - d. Appropriate correspondence or information of interest to the membership.
2. Report all advertising income to the Treasurer for records with a list of advertisers
3. Monitor Chapter newsletters and report inappropriate literature to the State Board.
4. Have the authority to edit, approve or reject material submitted for publication.
5. Have the authority to "speak" publicly on behalf of the organization, for the good of the organization.
6. Involve other Media Officers when making a potentially controversial decision. An opinion must be sought from at least one other Media Officer or the Coordinator when making these decisions. In accordance with the Media Guidelines, these decisions should be brought to the attention of the State Board, through the Coordinator, if there are liability concerns.

7. Recommend any additions or changes to the ABATE Bylaws, Guidelines, Policies, and/or Procedures as it relates to the Media operations of ABATE.
8. Recommend Organizational Media priorities.
9. Assist other Media Officers in their efforts to acquire materials for publication.
10. Assist Chapter Officers in their Media efforts.
11. Receive cooperation and support from individuals members. Media Officers shall also have the authority to establish a committee with the purpose of getting assistance with establishing priorities, projects and other work tasks.
12. Recommend vendors, electronic services and etc. to the State Board for approval.
  - a. Be responsible for contracting for services as needed.
13. Meet publishing deadlines.
14. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
15. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

#### H. Web Site Editor ( Media Officer )

The Web Site Editor shall:

1. Have overall responsibility and authority for construction and maintenance of <http://www.abateoforegon.org/>, which shall include at a minimum:
  - a. A list of the State Officers which shows their phone numbers, fax numbers and email addresses as applicable.
  - b. A list of Chapter contacts, Chapter meeting place addresses and meeting times.
  - c. Appropriate "hot links" for State Officers and Chapter Web Sites.
  - d. Distinctive "Recommended motorcycle links" and individual member "links".
  - e. A list of State and Chapter runs, events, fund raisers and etc
2. Be responsible for editorial content of the Web Site.
3. Establish general guidelines for material to be published, subject to approval by the State Board of Directors.
4. Have the authority to edit, approve or reject material submitted for publication.
5. Have the authority to "speak" publicly on behalf of the organization, for the good of the organization.
6. Involve other Media Officers when making a potentially controversial decision. An opinion must be sought from at least one other Media Officer or the Coordinator when making these decisions. In accordance with the Media Guidelines, these decisions should be brought to the attention of the State Board, through the Coordinator, if there are liability concerns.
7. Recommend any additions or changes to the ABATE Bylaws, Guidelines, Policies, and/or Procedures as it relates to the Media operations of ABATE.
8. Recommend Organizational Media priorities.
9. Assist other Media Officers in their efforts to acquire materials for publication.
10. Assist Chapter Officers in their Media efforts.
11. Receive cooperation and support from individuals members. Media Officers shall also have the authority to establish a committee with the purpose of getting assistance with establishing priorities, projects and other work tasks.
12. Recommend vendors, electronic services and etc. to the State Board for approval.
  - a. Be responsible for contracting for services as needed.
13. With assistance from the Newsletter Editor, shall acquire materials for publication.

14. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
15. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

I. Public Relations Director (Media Officer )

The Public Relations Director shall:

1. Provide and coordinate public relations on behalf of ABATE. Which includes, but is not limited to: public speaking, multi-media productions, press releases and other means of Communications.
2. Coordinate the education of non-members and the general public about the existence, policies and objectives of ABATE with the assistance of the Chapter Public Relations Officers.
3. Arrange and communicate information to non-ABATE organizations.
4. Responsible for actively promoting ABATE and individual contributions by ABATE members internally, as well as to the general public, media sources and other Motorcycle Organizations.
5. Maintain and provide advertising for ABATE with multi-media, tri-folds, press releases and other means of communication.
  - a. Responsible for the tracking, handling, distribution and return of Public Relation materials, such as tri-folds, flyers, psa tapes and etc.
6. Clear any advanced promotion materials with the Coordinator, or if unavailable, a Vice-Coordinator or another Media Officer. All official press releases for Chapters must be cleared through the Public Relations Director or Coordinator before release.
7. Have the authority to edit, approve or reject material submitted for publication.
8. Have the authority to "speak" publicly on behalf of the organization, for the good of the organization.
9. Involve other Media Officers when making a potentially controversial decision. An opinion must be sought from at least one other Media Officer or the Coordinator when making these decisions. In accordance with the Media Guidelines, these decisions should be brought to the attention of the State Board, through the Coordinator, if there are liability concerns.
10. Recommend any additions or changes to the ABATE Bylaws, Guidelines, Policies, and/or Procedures as it relates to the Media operations of ABATE.
11. Recommend Organizational Media priorities.
12. Assist other Media Officers in their efforts to acquire materials for publication.
13. Assist Chapter Officers in their Media efforts.
14. Receive cooperation and support from individuals members. Media Officers shall also have the authority to establish a committee with the purpose of getting assistance with establishing priorities, projects and other work tasks.
15. Recommend vendors, electronic services and etc. to the State Board for approval.
  - a. Be responsible for contracting for services as needed.
16. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
17. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

#### J. Legislative Director

The Legislative Director shall:

1. Keep the Executive Board and Board of Directors informed about legislative developments which could or will affect the aims of ABATE as per the A.B.A.T.E. of Oregon Bylaws ( Article III - Purpose ).
2. Be responsible for disseminating legislative information to the membership by any means available.
3. Submit legislative information to the Newsletter Editor for publication when appropriate.
4. Make recommendations regarding ABATE legislative activities to the Executive Board and Board of Directors.
5. Chair the PIT (Political Involvement Team) Committee.
  - a. The PIT Committed will be comprised of the Chapter Legislative Directors or the Chapters designated person(s) as members.
6. Be responsible for preparing/presenting a class on legislative activities /information at the ABATE STEAM (Seminar to Educate and Motivate) event.
7. Promote member involvement in legislative activities through education, training and assistance.
8. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
9. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

#### K. Education Director ( 2 people )

The Education Directors shall:

1. Coordinate and administer the efforts to educate the motorcycling public and public road users at large, on the positive aspects of motorcycles as transportation.
2. Be responsible for the continuance of the Motorcycle Awareness Program (MAP)
  - a. Monitor teaching techniques, program content and outreach efforts.
  - b. Update the program materials and information as available.
  - c. Responsible for training MAP instructors.
  - d. Keep records of classes given
3. Be responsible for the logistics, organization, scheduling and presentation of the Seminar to Educate and Motivate ( STEAM ).
  - a. Monitor teaching techniques, program content and outreach efforts.
  - b. Update the program materials and information as required.
  - c. Works with the Media Officers to promote STEAM to the membership.
  - d. Keep records of classes given.
4. Work to find new avenues of educating the public and meeting the education needs of the motorcycling community.
5. Administer any education programs established and/or operated by ABATE.
6. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
7. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

L. Run Coordinator ( 2 people )

The Run Coordinators shall:

1. Make all arrangements and contracts to provide any properties or permits required to have an ABATE run, event, fund raiser or etc.
2. Coordinate all functions related to staging a State run, event, fund raiser or etc.
3. Coordinate with the Vice-Coordinators and Sergeant at Arms to provide gate and security functions at State runs, events, fund raisers and etc.
4. Operate the State runs, events, fund raisers and etc. in accordance with the relevant ABATE Policies and Procedures.
5. Assist all Chapter efforts to have Chapter runs, events, fund raisers and etc.
6. Work with the Media Officers in promoting the State runs, events, fund raisers and etc.
7. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
8. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

M. Sergeant at Arms ( 3 people )

The Sergeant at Arms shall:

1. Be responsible for security at State Board meetings, State runs, events, fund raisers and any other State functions requiring security.
2. Be responsible for the orderly operation of State Board meetings, and shall carry out their duties with the assistance of the Vice-Coordinators for proper parliamentary procedures.
3. Be responsible for the proper handling of the ABATE banner and U.S. flag.
4. One of the Sergeant at Arms may be designated by the Coordinator to be in charge of the ABATE inventory list and the inventory locations.
5. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
6. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

N. Products Director

The Products Director shall:

1. Be responsible for the purchase, storage, distribution, display and selling of ABATE products at State runs, events, fund raisers and etc.
2. Be responsible for the ordering and distribution of ABATE products to the Chapter Product Directors and keep records of the transactions.
3. Keep accurate records of orders, purchases and funds received; and report these transactions to the State Treasurer.
4. Cooperate with the Treasurer in maintaining a working capital account for the purchase of ABATE products.
5. Work with the Media Officers in promoting the ABATE products to the membership.
6. Conduct the raffle drawings and /or 50/50 drawings at State runs, events, fund raisers and etc.

7. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
8. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

O. Historian

The Historian shall:

1. Have the responsibility of maintaining a running record of the ABATE activities that occur throughout the year.
  - a. Keep an album/albums of appropriate photos, articles, flyers, newspaper clippings and other items of interest or information about State runs, events, fund raisers and activities.
  - b. Insure that all albums or records are preserved as well as possible and that they are made accessible for events or fund raisers upon request.
2. Be responsible for the recording of events by means of a camera, video equipment or sound equipment as applicable.
3. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
4. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

P. Sanctioning Officer

The Sanctioning Officer shall:

1. Be responsible for the proper sanctioning of all ABATE events that require sanctioning.
  - a. Have an exact understanding of, and act in accordance with the ABATE of Oregon Sanctioning Guidelines.
2. Be responsible for maintaining records of the sanctioned ABATE events.
3. Transmit/deliver the flyers of sanctioned events to the Newsletter Editor and the Webpage Editor prior to or by the 10th of the month.
4. Be responsible for obtaining event insurance coverage for ABATE .
5. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
6. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

Q. Quartermaster

The Quartermaster shall:

1. Be responsible for the procurement, purchase, maintenance, storage, inventory, distribution, disposition and record keeping of the entirety of ABATE's properties.
  - a. Keep accurate records of orders, purchases, work orders, incurred costs, monies handled and etc. and report these to the State Treasurer.
  - b. Cooperate with the State Treasurer in maintaining a working capital account for the management of ABATE properties.
2. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
3. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.



R. ABATE BikePAC Representative

The ABATE BikePAC Representative shall:

1. Be responsible for attending all BikePAC meetings.
  - a. Make a report of the meeting events to the ABATE State Board of Directors at the next regularly scheduled State Board Meeting.
  - b. Be responsible for the transfer / relay of communications between ABATE and BikePAC.
  - c. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
  - d. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.

S. ABATE Confederation of Clubs Representative ( 2 )

The ABATE Confederation of Clubs Representative shall:

1. Be responsible for attending all Confederation of Clubs meetings.
  - a. Make a report of the meeting events to the ABATE State Board of Directors at the next regularly scheduled State Board Meeting.
  - b. Be responsible for the transfer / relay of communications between ABATE and the Confederation of Clubs.
  - c. Operate in accordance with the ABATE Bylaws and all other ABATE documents that are relevant to ABATE'S operations.
  - d. Perform such duties as assigned by the Coordinator, Executive Board or State Board of Directors.