

# **ABATE of MICHIGAN**

## **Operations Notice**

Revised 2021

### **Regional Job Descriptions**

This notice was created to be a guideline in describing the various positions and jobs that are needed to properly run a Region. These descriptions are by no means the full extent of the position's responsibilities but rather list the minimum requirements to do the job. Feel free to modify these as you wish and to share your changes/additions with your fellow RCs on the RC Facebook page.

#### **Regional Coordinator (RC)**

- The RC heads the region.
- Is ultimately responsible for the behavior of Regional officers and appointees while conducting ABATE of MICHIGAN business.
- Reports directly to the State Operations Officer.
- Serves as RC with approval of the State Operations Officer.
- Appoints Area Coordinator/s (ACs) to help throughout the Region.
- Resolves problems within the Region.
- Ensures that there is a monthly newsletter article submitted to the editor of *The Michigan Rider*.
- Ensures that Regional Treasurer Reports are submitted on time to the State Treasurer.
- Maintains a current and functional phone number and e-address that is available in *The Michigan Rider*.
- Runs Regional meetings or appoints his AC in his stead.
- Is responsible for everything that does, or does not, happen in the Region.

#### **Area Coordinator (AC)**

- The AC is the RC's right arm.
- May hold meetings in RC's absence and with RC's approval.
- Ensures AC run meetings are held in in a proper manner
- Ensures that the meeting run by an AC has meeting information that is timely and accurate.

- Tries to display and maintain ABATE information in motorcycle friendly businesses throughout the Region.
- Generally assist the RC to make the Region prosper.
- The RC can appoint as many ACs as he feels he requires.

### **Regional Secretary**

- Maintains all of the Region's business and records.
- Collects and disperses all correspondence to the appropriate person/s in a timely manner
- Records Minutes of Regional meetings.
- Ensures that a copy of the Minutes is available to the RC.
- Prepares a copy of the Minutes for the newsletter writer.

### **Regional Treasurer**

- Maintains all of the Region's financial records.
- Reports the Region's finances at each meeting,
- Is responsible for monies at Region's events. Including start up and change.
- Makes bank deposits in a timely manner.
- Forwards a copy of the Monthly Regional Treasurer Report to the State Treasurer every month.
- Records all money in and all money out of the Region's treasury.

### **Regional Legislative Officer (LO)**

- Coordinates legislative activity in the Region.
- Updates RC on all legislative issues and programs affecting ABATE.
- Communicates regularly with the State Legislative Officer.
- Educates Regional members on the legislative and political process.
- Discusses with RC the best way to get information to and collect information from members.

### **Regional Sergeant at Arms**

- Sergeant at Arms serves at the discretion of the RC.

- Maintains Order at Regional meetings
- Reports to the RC and the State Operations Officer when required.
- Provides security at all regional activities sponsored by ABATE of Michigan.
- Provides escort and security on an “as needed” basis for the Regional Treasurer or other Regional executive officers or a designated individual when situations may require such escort or security.
- Are cautioned about “putting hands on” individuals that are acting offensive or disruptive, especially if visibly intoxicated at regional meetings and events.

### **Regional Awareness Director (AO)**

- Reports to the State Awareness Officer.
- Informs the RC as to the status of Awareness program and instructors.
- Reports directly to the RC.
- Learns ABATE Awareness program and develops and educates regional instructors.
- Develops contacts with driver education providers.
- Schedules Awareness programs.
- Works with RC and Regional Treasurer to procure yard signs, hand outs, and classroom needs necessary to present ABATE Awareness program.

### **Regional Chief Road Captain**

- Sets up the route for any regional riding events.
- Gives group safety presentations at least once a year.
- Discuss lawful “Rules of the Road” with members annually.
- Organizes Regional Road Captains.
- Provides escorts and security for road and regional events.

### **Regional Road Captains**

- Reports to the Chief Road Captain.
- Helps set up routes with Chief.
- Helps Chief with safety presentations.

- Assists Chief in any asked to.

### **Regional Events Coordinator**

- Coordinates all regional activities.
- Sets up and chairs events committee.
- Coordinates jobs with the volunteer members.
- Generates all flyers, posters, and publicity.
- Sends event information to the newsletter editor.
- Works with RC to procure needed permits and licensing. **Very important.**

### **Regional Products Agent**

- Works with the State Products Agent
- Reviews the State Bylaws before offering for sale any patches, either regional or State for compliance.
- Responsible for placing orders, collecting monies, and distributing purchased products.
- Responsible to send in all money collected to the State Products Agent in a timely manner.

### **Website and Facebook Administrators**

Duties for these positions should be set in advance with the RC. The administrator should strive to keep the ABATE pages for ABATE news, issues, and event information. Keeping the members' personal posts to an absolute minimum should be the goal. Other organizations' activities should be posted on their sites and not ABATE's unless we are involved in the event. Vile language, vulgarities, and actions that can be taken as "detrimental to the organization," should be taken down immediately or not posted at all, whichever the case may be. Transgressions of these sorts should be forwarded to the RC immediately and he can contact the State Operations Officer if needed.

