



Chapter Presidents'
Responsibilities & Obligations
of the
TRIUMPH RIDERS MOTORCYCLE CLUB
NEW ZEALAND INCORPORATED

Congratulations, if you are reading this document, you are considering a Chapter Presidency or are now a Chapter President. In the case of the latter, you have been voted in and are now supported by the chapter you represent.

We hope the following information will help you with your new duties and responsibilities.

Job Descriptions

Chapter Presidents

Vice Presidents

Secretaries

Treasurer

Road Boss

Ride with Pride

Chapter President Responsibilities & Obligations

1. You are required to always act honestly and in good faith and in the best interests of the Club and its members at all times, to clarify, this means your obligations are firstly to Club as an organisation, not to any individual members or chapter.
2. Be thoroughly familiar with the TRMCC Constitution, available on the website.
3. This document contains all the information on how the TRMCC is run, and the obligations and responsibilities of each and every member.
4. Ensure all your chapter members adhere to the rules as laid out in the constitution.
5. Actively participate and attend as a member of the TRMCC National Committee, this is the regulatory authority of the Club and meets once a year between AGMs.
6. Review and understand the new member process. Keep an updated list of chapter members and contact details as they are advised to you by the National Membership Officer.
7. Respect the fact that the use of all Club's names, logos, email addresses, Facebook pages, and passwords are property of the Club, which owns the intellectual property rights to these and you are acting as custodian only for as long as you are president. These must be passed to your successor.
8. Communicate and liaise with the National Regalia Officer on all regalia the chapter wishes to produce.
9. Develop a good relationship with your local Triumph motorcycle dealer and neighbouring chapter presidents.
10. Build and grow your chapter by creating an environment that allows your members to:
 - a. Make new like-minded friends.
 - b. Enjoy all the opportunities and adventures their Triumph motorcycles have to offer.
 - c. Encourage and support new members.
 - d. Encourage members to attend rides and club meetings.
 - e. Promote club life through engagement with all members.
 - f. Front foot any problems within the chapter, personal or otherwise
11. Build a trusted management team
 - a. Vice President – to assist with chapter management.
 - b. Secretary – to manage the chapter's membership database and engagement.
 - c. Road Boss – Someone who plans and organizes rides.
 - d. Treasurer – Manages any chapter funds that are raised or levied.

Support:

You report directly to the National Vice President responsible for the island in which your chapter is located who in turn reports directly to the National President. They are there to assist with any worries, problems or concerns. Both are well-versed in chapter management and willing to offer advice and help.

They are currently:

Shane Hurley – North Island Vice President

vpnorth@triumphriders.co.nz

027 378 5791

Chris Harvey – South Island President

027 2222388

vpsouth@triumphriders.co.nz

Rides

Commonly a ride a month is arranged (some chapters ride more regularly) Update your member early, giving them plenty of warning of upcoming events. This will increase the number of members that turn up to rides.

Meeting

A chapter meeting should be arranged at least every other month. (some chapters meet more often). This can be a local ride to a bar for dinner and provides an opportunity to discuss club business, members to socialise and new members to meet the chapter.

Other Chapter Events

Support other chapter events, and they, in turn, will support any events your chapter hosts.

Annual General Meeting

Each chapter must hold an AGM at least 3 months before the national AGM. The Club's national AGM is an opportunity to get together TRMCC members from all over New Zealand. This is hosted in each island on alternate years and is an important date on the Club calendar. Promote this to your member as a must-attend. They won't regret it.

Patches

The club supplies free of charge all office holder patches for your Chapter. These are available from the National Regalia Officer. If you choose, after serving as Chapter President you are entitled to a Past President's patch to wear in replacement of your president's patch.

***Always bear in mind that some find it hard
when joining a club,
so make new members welcome.
They have taken a big step forward,
so they deserve to be
welcomed and supported.***

Vice President Responsibilities & Obligations

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2. Be thoroughly familiar with the TRMCC Constitution, available on the website.
3. Ensure all your chapter members adhere to the rules as laid out in the constitution.
4. Represent the Chapter in the absence of the Chapter President.
5. Support and assist the Chapter President in all matters pertaining to the Club and Chapter business.
6. Create and maintain a positive culture within the chapter.
7. Engage and support new members

Chapter Secretary Responsibilities & Obligations

1. Always act honestly and in good faith and in the best interests of the Club and its members at all times, to clarify, this means your obligations are firstly to Club as an organisation, not to any individual members or chapter.
2. Be thoroughly familiar with the TRMCC Constitution, available on the website.
3. Ensure all your chapter members adhere to the rules as laid out in the constitution.
4. Prepare an agenda for chapter meetings.
5. Send adequate notice of upgoing chapter meetings.
6. Take minutes of chapter meetings and distribute these after checking with the Chapter President for any corrections.
7. Manage any mail & email and action accordingly in conjunction With the Chapter President.
8. Assist the Chapter President with any secretarial duties.
9. Keep the National Secretary advised of any changes in chapter officer holders.

Chapter Treasurer Responsibilities & Obligations

1. Always act honestly and in good faith and in the best interests of the Club and its members at all times, to clarify, this means your obligations are firstly to Club as an organisation, not to any individual members or chapter.
2. Be thoroughly familiar with the TRMCC Constitution, which is available on the website.
3. Ensure all your chapter members adhere to the rules as laid out in the constitution.
4. Keep the Chapter President informed of the chapter's financial status.
5. Safekeeping and control of all the chapter chequebooks, credit and eftpos cards and any other funds.
6. Provide regular financial information to the President and Chapter

Road Boss Responsibilities & Obligations

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3. Ensure all your chapter members adhere to the rules as laid out in the constitution.
4. Responsible for chapter rides.
 - a. Recon the rides beforehand unless already familiar with the proposed route.
 - b. Brief riders on the proposed route, including stopping or regrouping locations.
 - c. Ensure the ride is within the capability of the riders attending.
 - d. Ensure all rides are capable and competent to ride so as to not endanger other chapter members or themselves.
 - e. Ensure that whenever a stop is required, it can be done so safely.
 - f. Lead the ride.
 - g. Appoint a Tail End Charlie.

While the safety of a rider is ultimately their own responsibility, control of all rides is the responsibility of the Road Boss and the knowledge and dedication they have to the task. The Road Boss has the authority to warn or expell from the ride any rider who places themselves or others at risk. New and inexperienced riders can easily be put at unnecessary risk when riding beyond their capabilities, or trying to keep up with faster riders.