

## **Officers Certification Program (OCP) Synopsis (as of 10 January 2011):**

In 2010, GWRRA rolled out a new Officer Certification Program (OCP) designed to satisfy our members' wants and to breathe new life into our organization. The program responds to an overwhelming member desire for a similar approach to running the operations of our chapters, districts, and regions, across all of the Association. GWRRA's response to this call from our members is through officer training. Also, by running the organization better, through consistency and a system of processes that fit together, we can retain more members and attract new members to a truly great motorcycle association. Consequently, the National Leadership Training Program (LTP) prepared a 1 ½ day officer training course for primarily Operations Officers, and of course, the Officer Trainers who provide the instruction. Officers, who plan to remain in officer positions for more than a year past their original OCP certification, must remain "current" by attending an OCP Update at the Annual District Officers' Meeting.

The Officer Certification Program (OCP) classroom course is open to all members, at a place of presentation anywhere in North America, on a "space-available basis." Attendance by all members on a Space-A basis allows our Operations Officers ample opportunity to complete the OCP. Everybody, who wants to attend, must pre-register so we can keep track of seating and procure books and materials. In other words, you can't just show up on the first day of the course. In the three OCPs offered in Virginia in 2010, the space-available list was cleared, and all members, who registered, attend and successfully completed the course.

All members will find the course interesting, in that "How GWRRA is to be run," is completely revealed, from policies to procedures. This is not "How to run a meeting or social gathering," but instructs "officership" and how to run the Association from a higher-level organization and business perspective.

The majority of the seminars address the Officers Handbook directly, which are presented and discussed on the first day. The second day's seminars are selected from the Intermediate and Advanced Leadership Training Seminars.

Besides Operations Officers and Officer Trainers, the following GWRRA officers at every level are highly encouraged to attend so they can learn more about the overall operation of GWRRA: Rider Educators, Treasurers, Membership Enhancement Coordinators, and Leadership Trainers, and their assistants, all of whom are also appointed officers.

## **OCP Presentations:**

10 Modules: Officers Handbook

5 Modules: Selected Intermediate and Advanced Leadership Training Seminars

## **Module Titles:**

1. OCP Introduction
2. MOU, Confidentiality, Oath of Office
3. Structure and Organization
4. Chapters, Chapter Team, Web Pages
5. Religion, Politics, and Fundraising
6. Finances and the IRS
7. Membership, SIGs, Newsletters, ARL, COY and CHOY Programs
8. Marks, Logos, Patches, Alcohol Policy and Property
9. Standards of Conduct, Grievances, and Officer/Member Misconduct
10. Expectations for Region and District Directors
11. GWRRA Team Building
12. Staffing for Team Success
13. Stress and Time Management for the GWRRA Officer
14. Managing Conflict and Problem Resolution for the GWRRA Officer
15. Defining and Achieving Goals

The course allows time for questions and answers, and Officer Trainers will discuss issues in great detail during the breaks, as asked. Participants have time to build friendships and have fun through four interesting “Team Building Exercises,” which also help to increase “blood flow” throughout the day and a half. The course has scheduled breaks, too. Participants sign in at 7:30 AM each day. Saturday’s agenda includes a one-hour lunch. Saturday’s class ends at 6 PM, and Sunday’s class ends at 2 PM. Coffee, ice, and cups are provided. Members bring their own snacks. Members dress in chapter colors and/or GWRRA vests, as they desire.

Members take a Knowledge Exercise on Sunday morning consisting of 22 questions pulled from the Student Study Guide. You need to score 80 out of 110 possible points to become a Certified Officer. We know it’s been a long time for some of us since we took a test, and some of us simply aren’t good test takers. If anyone wishes to take the Knowledge Exercise orally rather than written, we can do that, no questions asked. Just let us know in advance. We’ll handle it privately and with complete discretion. We have done this for several members, and no one ever knows. We’ll work with you and make it happen in the most comfortable way for you. This exercise is not a high pressure situation: It isn’t a make or break deal. But, we do want you to study the material before coming to the course and on Saturday evening, giving a good attempt at answering the questions on the exercise: You have to participate—that’s the objective.

Virginia will offer the OCP twice a year at various locations in Virginia so new officers can complete the course. But, remember, any member may take the OCP anywhere it is offered—initially we'll register you on a "space-available basis," and so far we've been able to clear the Space-A List for VA OCPs.

Contact us if you want to register for an upcoming OCP.

**Rick and Elsie Baker**

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**OCP FAQs Follow On Next Page**

## OCP FAQs:

1. All, who are in the following positions (Region and District Directors and Assistants, Region and District Leadership Trainers and Assistants, Officer Trainers, Chapter Directors and Assistants), must complete the GWRRA Officer Certification Program (OCP).
2. You may take an Officer Certification Program offered in Virginia or anywhere in the United States and Canada. Please plan ahead to earn your “certificate” early in your tenure!
3. Officers in the above positions must update their OCP certificate annually, preferably, at the District Officers’ Meeting. The District Leadership Trainer will brief the OCP Update.
4. How does a chapter operate if the chapter does not have Chapter Director, who fulfilled the obligations of the Memorandum of Understanding (MOU) as an operations officer? The answer is, the VAADD or VADD becomes the “official” chapter director in the interim, designating someone to run the chapter on a daily basis, until someone is newly appointed as the Chapter Director. Probably, the VAADD or VADD running a chapter about six months without an appointed chapter director will result in closing the chapter after all of the “Chapter Closure Checklist” wickets have been completed.
5. Current Leadership Training Instructors (LTIs) are encouraged to take the OCP, and Senior or Master Instructors may qualify as an Officer Trainer (OT). We want the Leadership Instructors to take the OCP because we need them to be telling a consistent story when they present Leadership Seminars. It’s not required, but... The Leadership Instructor’s path to “Officer Trainer” involves many stepping stones, including the completion of the OCP and the teaching of a number of OCP modules.
6. Only OTs may teach the OCP.
7. The current Region and District Leadership Trainers are all Officer Trainers (OTs).
8. All Region and District Leadership Trainers are now Officers. All Leadership Trainer Officers, and their assistants who are also officers, must satisfactorily complete the OCP under the same protocol as the Operations Officers.
9. Rider Ed, Membership Enhancement, and Treasurer Officers, and their assistants who are also officers, are not part of the OCP completion “requirement,” but are encouraged to attend OCPs on a space-available basis. They may be required, at some future date, to complete the OCP.
10. Members planning to take an Operations or LTP Officer position in the next 12 months should take the OCP at the soonest for maximum benefit. Don’t wait until you are appointed. Check the VA LTP Roadmap, check with other Districts’ Leadership Trainers, check the [National LTD Events webpage](#), and Plan Ahead!
11. Any member in GWRRA may take the OCP!