



GOLD WING ROAD RIDERS ASSOCIATION

RIDER EDUCATION PROGRAM

DISTRICT EDUCATOR

THE ROLE & APPOINTMENT PROCESS



District Educators are the heart of the Rider Education Program (REP) and should lead by example. When the District Educator actively participates in the various aspects of the Rider Education Program and shares the benefits of the program throughout the District, Members will follow that lead and the program will grow within the District, reaching even more Members while providing an atmosphere for learning and growth.

District Educator Qualifications:

The ideal candidate for the District Educator's position should meet the following qualifications:

- Be a current GWRRA Member and an experienced motorcycle Rider *or* Co-Rider.
- Be, at a minimum, a current Level III in the Rider Education Levels Program with the intent to progress to Level IV. (On a case-by-case basis, the Level III requirement may be waived by the Director of the Rider Education Program for a period not to exceed one year.)
- Be dedicated to the safe operation of motorcycles and exhibit a sincere desire to promote motorcycle safety as an advocate for the Rider Education Program.
- Be knowledgeable about the Rider Education Program; its purpose and goals.
- Possess the verbal and written communication skills necessary to be an effective representative of the Rider Education Program.
- Demonstrate the ability and desire to work in harmony with the Director of Rider Education, the GWRRA Rider Education Program Team, the District Director, and the Members being served.
- Be dedicated to the promotion and growth of the Rider Education Program in order to benefit GWRRA Members.

Duties and Responsibilities

As an Officer of the District, each District Educator is a member of the District team reporting directly to the District Director. District Educators will work closely with the Rider Education Program Team, its Assistants and the Director of the Rider Education Program to promote and provide a viable Rider Education Program for the Members.

The specific duties of the District Educator include:

- Participate in the periodic meetings conducted by the GWRRA Rider Education Team Assistant.
- Gather and compile the N.6 Rider Education Activity Report quarterly and submit it to the Rider Education Program Team Assistant using the N.6 form.
- Promote and implement the Rider Education Levels Program at the Chapter and District level.

- Promote and participate in activities to expand the Rider Education Levels Program. These activities will include speaking at District events and Chapter gatherings.
- Write program focused articles for each District newsletter.
- Maintain the documents and records necessary to keep Members current in the Rider Education Levels Program.
- Maintain the REP online Database for the District.
- Become proficient in the use of the “Educators Toolbox” found on the GWRRA Rider Education website.
- Become familiar with the contents of the Officers Handbook, especially as it pertains to Rider Education.
- Schedule and promote GWRRA Rider Courses within the District. (All GWRRA Rider Courses within a District must be coordinated by the **District Educator**.)
- Post Rider Courses and Medic First Aid Classes (MFA) on Groupworks.
- Promote and/or arrange Member opportunities for participation in courses and classes to enhance their knowledge and safety such as Rider Courses and MFA classes.
- Work with District or Area MFA Coordinator to provide CPR/First Aid throughout the District.
- Work with the District University Coordinator, District Ride Coordinator, District Director, Road Captains and GWRRA Rider Course Instructors to disseminate information, increase knowledge, and improve riding skills.
- Volunteer to assist in the Rider Education Booth by attending your District Rally and when possible, Wing Ding,
- Work closely with the District Chapter Directors and Chapter Skill Enhancement Advisors by providing information, resources and ideas to assist in making the Rider Education Program more appealing and accessible to Members.

District Educator Appointment Process

The tenure of the District Educator position is not tied directly to the “time in office” of the District Director. A District Educator can remain in office even when the District Director steps down. The District Educator “serves at the pleasure” of the District Director and their performance shall be reviewed annually by the Director of Rider Education or a Rider Education Program Assistant.

In the event a District Educator position is vacant:

- The District Director is responsible for pursuing candidates to fill the position.
- The District Director will discuss the candidate(s) with the Director of Rider Education who will interview the candidate(s).
- The District Director and Director of Rider Education will discuss the qualifications of each candidate.
- The District Director will make the decision on the candidate.

- If the Director of Rider Education determines the candidate will be required to participate in a specific training plan, it will be created by the Director of Rider Education or a Rider Education Program Assistant and discussed with the District Director and the candidate.
- Such plans may include training, coaching and mentoring.
- If there is critical disagreement related to the appointment of a candidate to the position of District Educator, the Director of Rider Education may discuss the appointment with the GWRRA Director.
- The DE candidate shall be required to complete the Rider Education Knowledge Level Evaluation (KLE).
 - The Director of Rider Education or an Appointee will administer, grade, and review the Rider Education Knowledge Level Evaluation (KLE) with the candidate.
- The Director of Rider Education or Appointee will prepare the Officer Change/Appointment form and Memorandum of Understanding (MOU).
- These documents will be provided to the District Director who will be responsible for having the documents signed, dated and returned to the Director of Rider Education for review and processing.

The Director of Rider Education will sign the documents as the approving officer, and make arrangements for the issuance of Patches and a Welcome Letter for the new District Educator. These will be forwarded to the District Director who shall perform the installation at the earliest possible convenience. This is normally done at the next District Gathering. Note: The Director of Rider Education or Appointee can do the installation as well.

Assistant District Educator

The appointment of an Assistant District Educator is done by the District Educator. Consideration should be given to the following when choosing that Assistant:

1. Are they willing to be the future replacement?
2. Are they a great supporter of the REP?
3. Has there been clear communication with the candidate as to the expectations of the position?

The District Educator will discuss their choices with the District Director. Unless there are serious concerns by the District Director, the District Educator will move forward with the appointment. Complete Officer Change/Appointment Worksheet.