



## The Director Award Recognition Program for University Coordinator

Revised January 1, 2021

### Purpose...

To have prestigious awards consisting of three levels of recognition for the GWRRA University Corps that acknowledge and honor notable Coordinators, who are industrious, dedicated, and worthy of consideration for further advancement. These levels will be...

- Senior University Coordinator
- Merit Award
- University Coordinator of the Year Award

Annually, GWRRA will recognize and honor outstanding University Coordinators who have distinguished themselves through performance and dedication above their peers. Once an Officer achieves Senior status, they qualify to be further recognized by being selected to receive the "Merit Award". From the pool of "Merit Award" recipients the "University Coordinator of the Year" will be selected.



The Design of the University Coordinator Award patch has a black background with gold, similar to the Eagle Officer pin and provisions to add the "Position held", the "Merit Award" and the "University Coordinator of the Year" patch to the bottom of the initial Senior patch as illustrated to the right.

Utilizing the pool of leadership talent available in the Senior Officer Corps is an additional resource to share responsibilities and to assist in situations where an advisory team is needed.

Another objective is to increase the opportunities for qualified Officers to continue to develop personally and provide their District the benefit of their advanced skills and proven experience.

By offering a competitive environment we will encourage our Officers to be the best they can be and to provide a method to reward those who achieve superior levels of accomplishment.

### Candidates for Senior Recognition...

Officers who hold the position of District University Coordinator are eligible to be considered candidates for the Senior Officer designation provided that, when compared to their peers, they are **ABOVE AVERAGE** and excel in the execution of their position expectations. Only Officers who have distinguished themselves by demonstrating excellence in service to the Membership will be rewarded with this title.

The candidate must currently be in the position and have at least two years of experience to contribute to the Association at a level deserving of merit with respect to the appointment.

### **Criteria for Senior Candidate Consideration...**

- Contribute an article to your District Newsletter monthly (include recent or upcoming training events).
- Encourage Instructors/Trainers to contribute articles and pictures of training events to your District and Chapter newsletters.
- Assure that flyers pertaining to training events are distributed to all your Chapter Directors and the District Newsletter editors.
- E-mail U.10's (University Training Event Digital form) pertaining to training events to the University Director for distribution to University platforms.
- Develop a plan to communicate by email, at least monthly, to your Instructors/Trainers.
- All training event flyers (if not in the U.10 format) must have prior approval from the University Director.
- Create and maintain an email list of the Instructors/Trainers and the University Team.
- Attend monthly ZOOM call.
- Report planned activities to the University Director by the 10<sup>th</sup> of the month if not on the Zoom call.
- Updates regarding the Instructor/Trainers (email addresses, phone number changes) reported monthly.
- Any changes to Instructor/Trainers (resignation, new instructors) reported immediately.
- University Instructor/Trainer Renewals are due and submitted digitally every two years using the U.4 (Instructor Recertification Form) by the Instructor/Trainer.
- U.3's (class rosters) are to be transmitted digitally within seven (7) days of the event.

### **Nomination and Approval for a Senior Officer...**

It is the appointing officer's responsibility to exercise fairness and integrity in determining a candidate's worthiness for consideration of appointment to Senior Officer. Without bias, the appointing Officer must put forth a conscientious and thorough assessment of the candidate to be considered. Therefore, it is expected that any Senior Officer Candidate meet the above criteria and be able to fulfill the expectations of the Senior Officer position. The approval process for awarding the Senior Officer designation follows:

- District University Coordinator nomination requires the District Director to fill out the Officer Appointment form with concurrence of the Director of GWRRRA University.

The Officer Appointment Form shall be sent or emailed to the Program Director. Copies of paperwork concerning Senior Officer Appointments shall be emailed, once approved, to the Home Office and maintained at the respective levels.

## **Expectations of Senior Officers...**

The primary expectation of a Senior Officer is their willingness and ability to assist their Appointing Officer and Core Team with task oriented assignments, while continuing to satisfy the demands and responsibilities of their current position. The Senior Officer Program is an opportunity to learn while doing and will provide the foundation for consideration of the next level of service.

### **The Senior Officer should fulfill the following expectations:**

- Be a positive **ROLE MODEL** for others to follow.
- Assist with mentoring and coaching of other volunteer Officers and Team Members
- Assist with the planning and staging of events and activities within the Chapter, District and the Association.
- Has been proactive with the District Rider Educator in facilitating Education events within the District. Working toward the goal of at least 1 per quarter
- Works well with the District Educator to evaluate the Educational needs in the District
- Assist new Chapters with advice, expertise and coaching to develop a strong foundation of leadership.
- Assist other Chapters or Districts that may require support or experience in planning their gatherings or activities.
- Assist in the communication flow of the Association at all levels.
- Support the betterment of the Association in areas such as image, visibility, growth and retention.
- Endeavor to be a mediator and a solution minded problem solver for Officers and Members alike.
- Assist with targeting and developing new officer prospects.
- Be a vigilant steward of Association and Member assets and financial welfare.

## **Senior Officer Approvals...**

Officers appointed to the position of "Senior" will receive the Senior Award patch depicting their level, Chapter or District and they will hold this honorary designation for their life in GWRRA. You are highly encouraged to wear your Senior Award patch at all times. However, if you move up or down in a position, the Senior designation does not move into the new position. An Officer can be considered again for a Senior Award in the new position they hold.

## **Candidates for Merit Award and University Coordinator of the Year Award...**

Annually, GWRRA recognizes and honors outstanding Senior Officers who have distinguished themselves through performance and dedication above their peers. Merit Awards recipients will be announced two months before Wing Ding and presented on the Awards and Recognition Day.

Nominations for recognition are requested from each District four (4) months prior to Wing Ding. GWRRA University will request nominations from the District Director for consideration. The Director of GWRRA University will review the nominations (and include the District Director for consideration as appropriate) and select those that are felt deserving of recognition. These will be submitted to the Director of GWRRA. Nominations are encouraged from all Districts. All nominations submitted are considered for the Merit Award.

From the Merit Award recipients, the University Coordinator of the Year Selection Committee will select a University Coordinator of the Year with concurrence of the Director of GWRRA University and the Director of GWRRA. Award recipient will not be revealed until Wing Ding.

### **Criteria for Merit Award and University Coordinator of the Year Award Consideration...**

The following criteria should be considered in the evaluation of potential nominees:

1. An active Senior University Coordinator and current member in good standing.
2. Actively and positively promotes all GWRRA programs Operations, REP, MEP and MAP
3. Be current and active in the Rider Education Levels Program at a minimum of Level III
4. Assists their appointing Director with planning and execution of their GWRRA Programs and functions
5. Demonstrates leadership in working with the District Educator to evaluate the Educational needs of the Members and of the District.
6. Has successfully met the goals of a true ride in education experience for all Members.
7. Participates in the budgeting of their District
8. Promotes, supports, and participates in many, if not all, of their sister Chapters and Districts functions and events
9. Actively works with their appointing Director to target and develop future leaders.
10. Through example demonstrates the teachings of GWRRA by serving as an outstanding Team Leader and a supporting Team Member.

### **Nomination for Approval Merit Award and University Coordinator of the Year Award...**

To be considered for these prestigious awards, nominations must be submitted with a written statement attesting to their activities and support, any unique qualities or accomplishments and other reasons for consideration. The written nomination material will be the only information considered during the selection process; therefore, it must be as complete and descriptive as possible.

- District University Coordinator requires the written recommendation of the District Director with concurrence the Director of GWRRA University.

The written nomination material and the Officer Appointment Form shall be sent or emailed to the Program Director. Copies of paperwork concerning Senior Officer Appointments shall be maintained at the respective District and Association levels. These materials will be used to determine the Merit Award winner from each District and from those recipients the University Coordinator of the Year will be selected. Merit Award recipients are encouraged to attend Wing Ding. The University Coordinator of the Year recipient will not be revealed until Wing Ding.