

## **Appointments and Terms**

State Representative (State Rep) positions are voluntary and carry no compensation or right of reimbursement for travel, registration fees, or other such expenses associated with fulfillment of duties. State Reps serve only in an advisory and liaison capacity to Chapters and the SRC Executive Board and have no direct authority over Chapter or SRC operations.

Consideration for appointments to the position of State Rep shall be based upon the recommendation of a Chapter President, or a Chapter's full Executive Board when a President of said Chapter is submitted for consideration. Additionally, consideration for appointment to the position of State Rep may be based upon the recommendation of an SRC Executive Board member.

Generally, State Rep positions are to be 2-year terms and awarded by the SRC Executive Board in the even-numbered years, after the fall SRC Executive Board elections. A minimum of one (1) representative per State shall be appointed. One (1) State Rep per ten (10) Chapters is the general recommendation. Additionally, it will be at the discretion of the SRC Executive Board to appoint State Reps as needed to fill vacancies or to appoint additional State Reps in consideration of specific needs. Consideration of geographical areas and proximity to Chapters, as well as the number of Chapters and Chapter demographics in a State may be among the contributing factors considered when appointing additional representatives per State.

## **Suggested Qualifications**

- Is a Regular member or President in a Blue Knights Chapter in good standing for at least 3 years.
- Has attended one or more State, Regional, National or International Blue Knights conferences or events within the past three years.
- Possess knowledge of Chapters, Chapter locations, and Chapter demographics within the State.
- Has abundant knowledge of Blue Knights and SRC by-laws and guidelines.
- Possess knowledge of Federal, State, and local laws and ordinances pertaining to motorcycle operation.
- Actively rides a motorcycle and exhibits safe and respectful riding skills and habits.
- Is not severely limited by financial, employment, or other restrictions in the ability to travel or otherwise perform duties.
- Possess the knowledge, skills, and abilities to navigate and communicate in a digital world via email, social media, websites, and other such resources.
- Has a Facebook page.

## **Job Duties/Responsibilities:**

- Is familiar with and stays in contact with the Chapters in the assigned area and State.
- Visits Chapters upon invitation (when practical, and time and travel allow).
- Motivates and encourages Chapters to be active, to ride and to recruit.
- Motivates and encourages Chapters to participate in Blue Knights rides, events, and meetings.
- Respond by request of the SRC Chairman, Vice-Chairman, or Int'l Rep to Chapter activities, events, or meetings within their State and region.
- Respond by request of SRC Chairman, Vice-Chairman, or Int'l Rep to emergency situations within the State or, in some cases, in nearby states (e.g., member deaths, accidents, disasters).

- Acts as liaison between the SRC Executive Board and Chapters in general.
- Promptly informs the SRC Executive Board of all matters of Chapter misconduct or situations requiring intervention or discipline.
- Acts as an advisor when assisting Chapters in punitive issues.
- Timely responds to Chapter requests for a copy (written or digital) of current by-laws or guidelines.
- Timely refers, to the SRC Executive Board or SRC Chairman, all requests for information or something that requires interpretation of Blue Knights policies, by-laws, or anything that will affect a Chapter, all Chapters or set precedents for future decisions. (The main objective is to have consistency and accuracy in interpretations of guidelines, rules, and by-laws.)
- Attends Executive Board meetings when possible or as requested.
- Attends semi-annual Conference President's meetings and reports on activity in their jurisdiction (a minimum of one per year, attendance at the Fall SRC meeting is recommended).
- When a Conference President's meeting is in the State Rep's jurisdiction, attends and assists with said meeting as directed by the SRC Chairman or Vice-Chairman.
- Compiles, maintains, and updates accurate contact information, including, but not limited to, email address, phone number, and mailing address for all Chapters and Chapter Presidents in their jurisdiction.
- Compiles, maintains and updates a list of secondary contacts (e.g., Vice President, Secretary, etc.) for all Chapters in their jurisdiction.
- Timely provides or forwards information to Chapters. (It is recommended that when providing or forwarding general information to Chapters, a secondary contact in each Chapter should be included to ensure the information is received and acted upon (e.g., in case of a mail-failure to the Chapter President or primary contact).
- Promptly notifies the SRC Board and webmaster of changes in primary contact information of the Chapters in their jurisdiction.
- Assists assigned Chapters during the annual membership renewal process as needed.
- Promptly notifies the Executive Board of any Chapters that are struggling or failing in the annual renewal process. (State Reps have no authority to recommend or authorize the dissolution or combining of any Chapters, whereas such recommendations or decisions shall only be made by the SRC Executive Board).
- Regularly contributes to SRC publications and encourages Chapters to contribute and provide information (e.g., SRC Herald Newsletter, SRC Monthly Update).
- Assists and communicates with fellow State Reps as necessary.
- Performs other duties as assigned.

#### **Chain of Command, Performance, and Accountability:**

State Reps shall be accountable to the SRC Executive Board, and overall to the SRC membership. With respect to a Chain of Command, State Reps shall primarily report directly to a designated SRC Executive Board member. Such designation will be made in written communication from the SRC Executive Board and is subject to change with the installment of a newly elected Board or as deemed necessary. Currently, State Reps will report directly to the Vice-Chairman but shall answer questions and requests for all SRC Executive Board members.

Adequacy of the State Rep system, as well as individual State Rep performance, is subject to review and evaluation. Said review and evaluation shall be conducted at a minimum of every two (2) years, usually during or near December of the odd-numbered years following the Fall SRC Executive Board elections. Additionally, the SRC Executive Board may initiate a review and evaluation at any time it deems necessary. State Reps shall be re-appointed every two (2) years based upon said review and evaluation, and subsequent to a newly elected SRC Executive Board taking office.