

# National Motorists Association

## State Chapter Coordinator

### POSITION DESCRIPTION AND RESPONSIBILITIES

The following agreement has been prepared to establish a uniform working relationship between the national office of the **National Motorists Association** and the volunteer state and provincial chapters.

#### **Responsibilities and Functions of State and Provincial Chapter Coordinators**

Each State and Provincial Chapter Coordinator shall:

- 1) Be an NMA member.
- 2) Provide an address and phone number for listing in *"Driving Freedoms"* and give assistance to members.
- 3) Prepare four newsletters or similar forms of membership communication each year and send them to the national office for printing and mailing. You may submit them on disk (ASCII format), via email, or by U.S. mail.
- 4) Monitor and report state or provincial regulations and legislation that may impact the pertinent interests of NMA members.
- 5) Inform the national office of state or provincial level legislative and regulatory activity of interest to our general membership.
- 6) Represent the NMA (or arrange for representation) when media sources seek out local sources of information on various NMA positions or campaigns.
- 7) Know your respective legislators and legislative structure.
- 8) Know your state or province's general traffic law and court system (know the

- basics of how to fight a ticket in your state or province).
- 9) Provide the national office with a yearly financial statement (due February 15, for the previous year).
  - 10) Use official NMA letterhead.
  - 11) Be email accessible within six (6) months of appointment.
  - 12) At the end of each calendar quarter, submit a brief quarterly report, in writing or email, describing the previous quarter's activities with emphasis on previously listed items 3, 4, 5, and 6, under "Responsibilities and Functions of State and Provincial Chapter Coordinators." The report is due no later than the last working day of the first month following the end of the calendar quarter (e.g. Quarter ends March 31, report due last working day of April).

### **Optional Activities**

- 1) Testify or arrange for others to testify at public hearings concerning legislation and regulations critical to members' interests.
- 2) Attend annual national meetings of State and Provincial Chapter Coordinators and/or the general membership.
- 3) Assist with organizing a national membership meeting.
- 4) Represent the NMA at trade and enthusiast shows.
- 5) Give presentations to interested groups.
- 6) Organize membership promotion campaigns.
- 7) Personally lobby members of the state legislature or provincial government on NMA issues.
- 8) Send "**Action Alerts**" or mailings to State or Provincial Chapter members (through the national office).
- 9) Assist candidates for public office.
- 10) Provide articles for "**Driving Freedoms.**"
- 11) Hold state or provincial meetings for the general membership.

### **Prohibited Activities**

- 1) To use the NMA's name or the State or Provincial Chapter Coordinator title to support or oppose issues, legislation and/or regulations that are contrary to official NMA positions or that have not been verified through the national office.
- 2) To charge a formal membership fee for State or Provincial Chapter membership (however, voluntary donations may be accepted from State or Provincial Chapter members).
- 3) To release or sell the NMA mailing list to any third party.
- 4) To use the NMA mailing list to solicit the sale of products or services (the sale of advertising in the State or Provincial Chapter newsletter is permitted).
- 5) To obligate the NMA for any financial commitment to a candidate for public office or the current holder of a public office.
- 6) To make any financial obligation for which the NMA will be responsible without first receiving authorization from the national office.

### **National Office Obligations**

- 1) Maintain frequent communication to all State and Provincial Chapters and facilitate communication between those chapters.
- 2) Maintain an ongoing membership recruitment campaign.
- 3) Fund and oversee lobbying efforts at the national level.
- 4) Determine the issues and objectives that the NMA shall promote and support.
- 5) Maintain liaison between the NMA and other national organizations and national publications.
- 6) Design and develop publicity programs that promote NMA objectives,
- 7) Prepare and mail a newsletter (*"Driving Freedoms"*) to the general membership six times annually.
- 8) Set, print and mail State and Provincial Chapter newsletters.
- 9) Set, print and mail special mailings for State and Provincial Chapters upon

- individual request and authorization.
- 10) Provide financial assistance for specific State or Provincial Chapter projects upon individual request and authorization.
  - 11) Maintain and solicit funds for the Legislative Fund.
  - 12) Provide financial support to State and Provincial Chapters on the following formula:
    - a) Each State or Provincial Chapter will receive a flat payment of \$400.00 per year.
    - b) Each State or Provincial Chapter will receive .25 per member residing therein per quarter.
    - c) These payments will be made on a quarterly basis.
  - 13) Provide a "master" for State and Provincial Chapter letterhead stationary and envelope.
  - 14) If an SCC or PCC needs financial assistance to become email accessible, the NMA will provide a loan, not to exceed \$500.00, to purchase equipment for that purpose. The loan may be paid back directly or through deductions from the SCC's or PCC's quarterly stipend, whichever results in the shortest payback time frame. The NMA will provide guidance and instruction, to the best of its ability, via telephone or written communication.

# National Motorists Association

## State Chapter Coordinator Agreement

Having read the foregoing "Position Description and Responsibilities," I wish to apply for the position of

### **National Motorists Association State Chapter Coordinator.**

I, the undersigned, have read and agree to fulfill the requirements of this agreement. Unless this contract terminated by either of the signatories, it will remain in effect until \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Gary Biller  
President

\_\_\_\_\_  
Date

Please list your address and phone number as you would like it to appear in *NMAF News*.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

(\_\_\_\_\_)\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

(\_\_\_\_\_)\_\_\_\_\_  
FAX Number

# National Motorists Association

## Provincial Chapter Coordinator Agreement

Having read the foregoing "Position Description and Responsibilities," I wish to apply for the position of

### National Motorists Association Provincial Chapter Coordinator.

I, the undersigned, have read and agree to fulfill the requirements of this agreement. Unless this contract is terminated by either of the signatories, it will remain in effect until \_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Gary Biller  
President

\_\_\_\_\_  
Date

Please list your address and phone number as you would like it to appear in *NMAF News*.

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Prov

\_\_\_\_\_  
Postal Code

(\_\_\_\_\_)\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

(\_\_\_\_\_)\_\_\_\_\_  
FAX Number