



National Motorists Association

State/Provincial 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.

Each State and Provincial Chapter Coordinator shall:

- 1) Be a supporting NMA member
- 2) Provide contact information for listing in the *Driving Freedoms* member magazine and provide assistance to members
- 3) Prepare two to four newsletters or similar forms of membership communication each year and send them to the national office electronically for printing and mailing, or for distribution via email to state/provincial members.
- 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 the NMA's 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 state/provincial legislators and legislative structure (within six months of appointment)
- 8) Know state/province's general traffic law and court system; and understand the basics of how to fight a ticket in your state or province (within six months of appointment)

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- 9) Provide the national office with receipts for extraordinary expenses in a timely manner (pre-approval is required except in emergency situations)
- 10) Use official NMA letterhead for NMA-related advocacy activities
- 11) Be email accessible
- 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. The report is due no later than the last working day of the first month following the end of the calendar quarter (e.g. for quarter ending March 31st, report is 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 legislative email alerts or mailings to State or Provincial Chapter members (through the national office)
- 9) Provide articles for *Driving Freedoms* member magazine
- 10) 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) Endorse a political incumbent or candidate in the name of the NMA (supporting a position taken by a politician that is consistent with the NMA's is acceptable)
- 3) To charge a formal membership fee for State or Provincial Chapter membership (however, voluntary donations to support Chapter Coordinator activities may be accepted from NMA members; to avoid tax consequences for the Coordinator, the donations can be made to the NMA and designated for specific Chapter use)
- 4) To release or sell the NMA mailing list, i.e., contact information of NMA members, to any third party
- 5) To use the NMA mailing list to solicit the sale of products or services (although the sale of advertising in the State or Provincial Chapter newsletter is permitted)
- 6) To obligate the NMA for any financial commitment to a candidate for public office or the current holder of a public office
- 7) 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 as well as with the national media

- 6) Design and develop publicity programs that promote NMA objectives
- 7) Prepare and mail the quarterly magazine *Driving Freedoms* to supporting members
- 8) Set, print and distribute State and Provincial Chapter newsletters
- 9) Set, print and distribute 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 \$150.00 per quarter
 - b) Each State or Provincial Chapter will receive US\$0.25 per member residing therein per quarter
 - c) These payments will be made on a quarterly basis (after the chapter coordinator's report – see Item 12 on the second page – is received for the previous quarter)
- 13) Provide a "master" for State and Provincial Chapter letterhead stationery and envelope



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State/Provincial Chapter Coordinator Agreement

Having read the foregoing "Position Description and Responsibilities" dated May 2017, I wish to apply for the position of:

National Motorists Association State/Provincial Chapter Coordinator.

I agree to fulfill the requirements to the best of my ability. Unless this contract is terminated by either of the signatories, it will remain in effect until January 1, _____.

Signature

Date

Please print name

Agreement not valid until countersigned by NMA President:

Gary Biller

Date

Please list your contact information as you would like it to appear in the *Driving Freedoms* member magazine

Address

City

State/Province

Zip

(_____)_____
Phone Number

(_____)_____
Fax Number

Email Address