



Freedom of Road Riders®

Secretary Handbook

LOCAL SECRETARY GUIDELINES INFORMATION ON HOW IT'S DONE

Minutes

At each meeting you will be expected to take firm notes (minutes) on what was said, by whom and what has occurred. Make sure you document who is talking or making motions. Make sure that if motions are made that they are read back completely to confirm the actual wording is correct, who made the motion and who seconded the motion and whether it passes or fails.

At each meeting you will also be called upon to read the past meeting's minutes before the Local for approval (corrections and amendments to this are a possibility). It is also a good idea to have copies available to hand out should a motion pass to waive the reading of the minutes. Please remind members that if they move to waive the reading that if there are any mistakes they will become local rulings.

Optional – A copy of the above-mentioned minutes are sent to the Local President as soon as possible after each meeting so that he/she can have the current information at hand and not have to rely on remembering all that had happened.

An Agenda will need to be ready and passed out before each meeting so everyone stays on track. This is usually worked on during an Officers meeting a few days prior to the Monthly Meeting. An example Agenda is on the back pages.

Monthly Meeting Reminders: There are several ways of reminding the Local Membership of the when and where of the next meeting and of their membership expiration date. Your Local may choose to utilize only one or all of the following methods.

1. Reminder cards – usually printed on regular pre-stamped postcards, can be mailed to each member (or residence to save cost). A good time frame to mail them out is one week before the meeting. Make sure the cards have a return address. This will help you verify the addresses of the members. If you're getting returned mail, you will know who is receiving the information and who is not.
2. Phone Tree – a list of member names, phone numbers and expirations can be sent to the member(s) who have volunteered to call everyone on the list. A cover letter is usually sent with list.
3. E-Mail – a blanket message can be sent to those members with email capabilities.

Monthly Paperwork: Each month you will end up with a packet of information that is to be filed for the Local records. This usually consists of:

1. Agenda
2. Meeting Minutes
3. Sign In sheet
4. Any handouts or any other important information that needs to be documented and held for historical purposes

Get Well/Condolence Cards or Flowers: As Local Secretary you may be asked to send cards and/or flowers on behalf of the Local. Postage/Misc. Costs
Any postage or supply (i.e. mailing labels) costs can be turned into the Local Treasurer for reimbursement. This request can be made aloud at a Local meeting during your report. Be sure to keep all original receipts to turn into the Treasurer.

Central Committee Meetings: Location Listed below is the current information on location of the Central Committee meetings. Central Committee Meetings are held the second Sunday of Every Odd Numbered Month (Except May – It will be the 1st Sunday, due to Mother's Day) At 10:00 a.m. (January, March, May, July, September, November) at the American Legion Post #5, 1423 Tanner Bridge Rd, Jefferson City Mo

(573) 636-2311. Committee Meetings are the Saturday prior to the CC meeting, starting at 12:00 pm. Committee meetings times changes due to what events are taking place. See your Freedom Press for times and place.

Day to Day Business Operations

Legislative Meeting, Missouri Bikers Homecoming Meeting, FEW Seminar Meeting, & Officer Meetings are held the Saturday prior to the CC Meeting. If you are needing any forms or other information, please call the State Membership Secretary at 660-342-4729.

Event Sanctioning? Approval of flyers? Membership information/questions? Information on content of The Freedom Press? Articles for the Freedom Press? Advertising or flyers for publication? Information on event insurance? Completed release forms after events? Information on Rider Education Course? See below for more direct info.....

Note: All checks payable to FORR, Inc.

Mail to: 1660 State Hwy V V, Powersite MO 65731-3119
(660)342-4729 • Email: go@forr.net

Note: Use of The Winged Wheel Logo requires approval of the Chairman, Vice-Chairman, Secretary or Treasurer. They are the Corporate Officers

Freedom of Road Riders website: www.forr.net

General Information of FORR® operations

Information on Districts? Homecoming? Marketing? Organize a new local? Approval of local product line?

Contact:

Chairman: Ken Lewis (Local 24)

2514 Black Pine Ct, Florissant, MO 63031-2015

Ph. # 314-546-1624 • E-mail: chairman@forr.net

Vice-Chairman: Joe "DC" Karr (Local 11)

1073 Matthew Circle, Webb City, MO 65109-9620

Ph. # 417-850-2276 • Email: vchairman@forr.net

Submission of Engineer of Freedom Award" nominations?

Send to:

Corporate Secretary: Amy Allmon (Local 5)

320 Prairie Ln, Belton, MO 64012-2944

Ph. # 816-536-1647 • Email: secretary@forr.net

Info on your Locals monthly financial statements? Receipts for State expenses? Donations?

Contact:

Treasurer: Kat "Duchess" Warner (Local 11)

1073 Matthew Circle, Webb City, MO 64870-2468

Ph. # 417-483-6886 • Email: treasurer@forr.net

Information on candidates? Current legislation? Capitol Crusaders visits?

Contact:

Legislative Coordinator: "Smoking" Joe Widmer (Local 14)

2310 Heide Lane, Napoleon, MO 64074-4502

Ph. # 816-536-7512 • Email: legislative@forr.net

Information on Product Line Items?

Contact:

Product Line Managers: Mark & Shaulene Capps (Local 11)

Ph. # 417-439-0399 • Email: product@forr.net

Questions or information for the FORR® website?

Contact:

Webmaster: Mike Thompson

Ph. # 573-201-1747 • Email: webmaster@forr.net

Information on FORR® Motorcycle Riders Education Class Sites?

Contact:

Rider Education Coordinator: Beth Livingston (Local 10)

1108 W Miller St, Jefferson City, MO 65109-1372

Ph. # (800) 309-7433 (RIDE) or 573-338-2403 • Email: safety@forr.net

Motorcycle Awareness?

Contact:

Motorcycle Awareness Coordinator: Deanna Rhodes (Local 5)

2319 Heide Lane, Napoleon, MO 64074-4502

Ph. # 816-591-3478 • Email: dearhodes6819@gmail.com

General Membership Information – New/Renewals/Transfers

Contact:

State Membership Secretary: Tami McMinn (Local 11)

1660 State Hwy V V, Powersite, MO 65731-3119

Ph. # 660-342-4729 • Email: membership@forr.net

Membership Recruitment & Retention?

Contact:

Membership Coordinator: TBA

Ph. # _____ • Email: recruiter@forr.net

Event Sanctioning/Approval of flyers/Information on event insurance & waivers – before & after

Contact:

Events Coordinator: Linda Hawkins (Local 35)

604 S College St, Calhoun, MO 65232-1305

Ph # 660-351-5607 • Email: events@forr.net

Info on Content for the Freedom Press-Articles for and Advertising/flyers for publication

Contact:

Freedom Press Editor: Michelle “Rebel” O’Connor

1170 SW 225th Rd. Holden, MO 64040-9352

Ph. # 816-850-4511 • Email: editor@forr.net

AGENDA

FORR Local (?) – Your Local's area name

Address of meeting

Date of Meeting

President:

Vice President:

- I. **CALL TO ORDER** *Beginning time* _____
 - a. Preamble
 - b. Pledge of Allegiance
 - c. Moment of Silence
 - d. Put cell phones on vibrate
 - e. Chaplin (*Chaplin's name*)
 - f. Reading of Minutes from last meeting *Minutes approved?*

 - II. **DEPARTMENT REPORTS**
 - a. Treasurer (*treasurers name*)
 - i. Financial Report
 - ii.
 - b. Vice-Chairman (*Vice Presidents name*)
 - i. Any Rides or events
 - ii.
 - c. Corporate Secretary- (*Secretary's name*)
 - i.
 - ii.
 - d. Membership Coordinator (*Coordinators Name*)
 - i. Membership report
 - ii.
 - e. Sgt of Arms – (*SOA name*)
 - i.
 - f. Safety Cord (*Coordinators name*)
 - i. Safety Presentation
 - g. Central Committee Rep. (*Reps name*)
 - i. EVENTS etc.
 - h. Product Line – (*Product Line manager's name*)
 - i. *Any new products*
 - i. Newsletter Editor – (*Editors name*)
 - j. Webmaster/Social Media – (*Webmasters name*)

 - III. **OLD BUSINESS**
 - a. *Any unfinished business*

 - IV. **NEW BUSINESS: President** (*Name*)
 - a. Anything FORR Related needing to be discussed

 - V. **Good of the Order – (five minutes each)**
 - a. *Anything a members needs to discuss*
- Meeting adjourned:** *Time* _____