

CMA Chapter President's Training

Seasons of Refreshing 2025

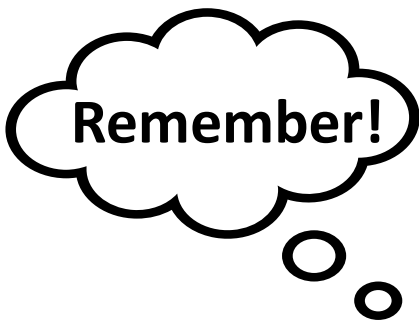
The Chapter President works with the other chapter officers to determine the vision for the chapter (*Changing the world, one heart at a time*) and paves the way in leading the chapter towards that vision. **The chapter president is a servant leader, not a dictator.**

As chapter President:

- You have been entrusted with the authority and the responsibility to lead the chapter, but it's very important for you to understand that not only are you a part of your chapter's leadership team, but you're a part of the overall leadership team in your state and in CMA.
- You should make every effort to work as a part of that team, recognizing the responsibility and the authority of the state and national leadership.

The Office of Chapter President involves a commitment to both the chapter members and the local motorcycling community. Both areas will be affected through your leadership.

It is important that you make this position a priority in your life.



You are a representative of the CMA ministry in your area and therefore you need to believe in the ministry, understand it and respect its leadership.

God has entrusted us with the mission of taking the message of hope and salvation to a lost and dying world. As chapter president, you are God's man or woman, for the time you are in office.

KEY FUNCTIONS OF THE CHAPTER PRESIDENT ARE:

Get involved with local groups and clubs in your area.

- Ministry opportunities come from relationships. As the chapter president, you need to know which groups or clubs are in your area. You should become involved with these different groups and get to know their leaders. You should also encourage your members to be involved in the different groups and help them understand that they represent CMA. Having chapter members involved in other organizations will bring important information and opportunities back to your CMA chapter and open the doors for ministry to take place. (See Appendix for a guide to club ministry)

Promote and attend CMA State and national events.

- **As the top leader in the chapter, you should be actively involved in the end and promote all CMA activities.** When you attend or participate in CMA events, it will help the chapter members understand the importance of these events. The other officers and chapter members will see your involvement. As an example of where they need to be.
- **CMA Handbook** section under Ministering and Accountability: CMA national and state events take priority over secular events.

Hold monthly officer's meetings.

- **Officer's meetings are vital in planning a successful chapter meeting.** As well as leading the chapter, the officer meeting will allow plans to be discussed and the agenda for the chapter meeting to be set. The end result will be a more organized and unified chapter. Officer meetings are also an opportunity to discuss and plan for issues which are expected to come up at the regular chapter meeting.
 - The last Officers' meeting of the quarter should be an opportunity to review the ministry actions of the chapter for the previous quarter. This will allow the chapter Secretary to resolve the final quarterly report and for the President to add his thoughts and comments. (See Appendix for Why We Report)

Attend chapter meetings with the prepared agenda.

- **You should always be prepared and stay on course at your chapter meetings.** You should keep the meeting moving and keep discussions short and to the point. You can and should keep the meeting linked at a reasonable amount of time by being prepared and staying on track.
 - Share your prepared agenda with your chapter officers prior to the meeting so that all of the officers are on the same page and can stay on the same track. (See example agenda in appendix)

Communicate with your members.

- **Communication involves listening as well as speaking.** No one likes to be told what to do without having the opportunity to provide input or ask questions. You must be open and willing to listen to others when they want to speak or talk with you. Share the thoughts and the visions that you and the other officers have from the chapter and allow others to share their ideas and input. Good communications can keep simple misunderstandings from turning into large problems.

Communicate with your state leadership.

- **Talk with their state leaders and let them know what is going on in your chapter.** This may be concerns or opportunities that are happening within the chapter. You and the state leadership serve together in your state, and you need to work together. If issues arise, they need to be aware of these and help them resolve them. If you cannot resolve an issue together, the state coordinator will take it to the national evangelist in your region.

Be committed to the chapter.

- **The CMA chapter should be a main priority in your life.** You must have a strong commitment to the chapter and the members in order for both to reach their potential. The dedication and commitment you have will directly impact the success of your chapter. As the chapter president, when issues arise, you need to be willing to work through them and stay committed. Always put your best foot forward and remember that your chapter and the members should come first.

Have a calendar available for scheduling activities.

- **You must have a calendar in order to schedule, share, and agree on items that the chapter will be involved in.** You need to have this calendar available during the chapter and officer's meetings. Having a calendar handy at other times will help you capture dates and activities that are happening within the biking community. These dates can then be presented to the chapter as Opportunities for Ministry Involvement.

Be aware of the job functions of the other Chapter officers.

- **The Chapter President should understand the functions and responsibilities of the other chapter officers.** By understanding each of these, you can ensure the responsibilities of each position are being fulfilled within the chapter. You can encourage and help the other officers understand their obligations and in so doing, you will develop a strong team and chapter. There may be times when you will need to help fill these obligations and the events of absent sickness or some other situation that could arise. In addition, be aware of the chapter **quarterly report**, and work together with your chapter secretary to complete it. (See Appendix for Why We Report)

Keep chapter members informed.

- **When you receive information from CMA leadership, you should promptly pass this information along to your chapter members.** (*Reference Appendix about communications*) If the information is about seminars or meetings, the members need to know about it as early as possible so they can plan accordingly. Sharing knowledge with the chapter will encourage, motivate, and make the chapter members feel like they are part of the ministry. When the members know what is going on, things will run much smoother in the chapter. Be sure to share information in a positive manner, even when the information can be somewhat controversial or divisive.

Promote the member training courses.

- **Although we don't require renewal of annual member training, it is a good idea for you and the other officers to reacquaint yourselves with the material.** It is also good for the chapter to provide new member training opportunities for people who are interested in joining CMA and those members who would like to review the material. Another aspect of member training can also incorporate the CMA handbook. Presentations of Officer positions as outlined in the handbook can help encourage members to know what it means to be an officer of the chapter and better equip them to step up to the challenge of leadership.

Know and comply with the CMA Vest standards. (*Reference Appendix*)

Know and comply with the policies of CMA.

- **CMA's policies are in place to guard the reputation and the integrity that is the result of many years of hard work and experience by thousands of people.** As chapter President, you should be familiar with and in compliance with the policies of CMA. You should know where to find these policies and be prepared to help your chapter members understand and comply with them. Should you have any questions on CMA's policies, or anything else for that matter, your state leadership will be more than happy to help you. (*Reference Appendix*)

Other Challenges for the Chapter President are:

Creating member interest and participation in fellowship (outside of the monthly chapter meeting).

- **Work with Road Captain** to have at least one chapter fellowship ride per month. (somewhere fun)
 - Your Road Captain should help you plan ride routes, time to meet and other aspects of a chapter fellowship ride or the ride to events or rallies. This is true even if your Road Captain is unable to participate in the ride they are planning for the chapter.
- **Work with Chaplain** to schedule and assist in leading a monthly bible study.
 - Also, your Chaplain should lead a devotional for the chapter meetings that is biblical and uplifting to the chapter. However, the devotional should not turn into a lengthy sermon. You control the chapter meeting and its timing, make sure your chaplain keeps their devotional within about 10 minutes.
- Look to your surrounding CMA chapters for opportunities to join them in their rides, meetings.

Creating chapter member interest and participation in evangelistic outreach.

- **Not all evangelism is for everyone.** Some members are effective and fired-up about different ministries. Outreach can be Prison, Secular Rallies, Bike Nights, Retirement homes and Street ministry are examples of the multitude of ministry available.
- Seek all opportunities to reach the lost with the Gospel but especially focus on those opportunities in the biker community.
- Lead by example and be an encourager. Seek to work with the Chaplain to disciple your members to get involved and educate them on best methods of sharing the Gospel.

Helping develop desire in membership to step up to becoming an officer.

- **During the monthly meetings leading up to Elections, review an officer position during the chapter meeting.** This will help familiarize the membership with each position. Most chapters only think about what it takes to serve as an officer at Election time. Again, be an encourager.
- **Ask your officers to take a moment to share during a chapter meeting how they feel about serving as an officer.** This can encourage others to serve as an officer. For the most part, most of us serving as officers are no more qualified to do so than the next guy or gal. The membership needs to know that. *God doesn't call the qualified, He qualifies the called.*
- **Mentor a member you feel would make a good president (officer) for the chapter.** This may take a long time for the person to be confident enough to want to step up and serve. But the time you invest in those you mentor will pay out great rewards for the chapter in the long run.

Growing and/or sustaining chapter membership.

- **Fellowship together!** An active chapter is a healthy chapter. No member can participate in every event during the month. However, if a chapter is active, the member has more to choose from in which to attend and participate.
- **Use every ministry opportunity to invite new members to join.** Bike nights, Rallies, and chapter rides all afford opportunities to talk to Christian bikers about riding with us. Don't forget to talk to friends (work or church) and family.

Scheduling Chapter events.

- Be aware of the other chapter events in your area and try not to create conflicts if possible.
- Work with your fellow officers and be open to suggestions for chapter activities. Especially when it comes to raising funds for Run for the Son.

Organizing, scheduling or leading Chapter meetings.

- Spend some time preparing for your chapter's meeting.
- Stay on top of your meeting information at your chapter's website on cmausa.org. Remember to update it if your meeting is rescheduled, postponed, or canceled for any reason.
- Make membership copies of your calendar and bring them to the meeting.
- Don't forget to bring copies of your Agenda for your fellow officers.

CHAPTER VICE PRESIDENT

Key functions of the Chapter Vice President:

- Communicate with the Chapter President. Work as a team and discuss any concerns or issues with him/her.
- Be available to assist other officers and fill in as necessary.
- Attend chapter and officer's meetings.
- Welcome visitors and members at chapter meetings.
- Be familiar with CMA's guidelines and procedures in order to help new or prospective members.
- Promote ministry.
- Encourage chapter members.

Key Leadership Principle: You have been elected as a servant to the chapter. As a servant, you have great influence; it is up to you to determine if it will be positive or negative.

APPENDIX

CMA Vest Standards

The CMA standard for vests states that:

- **The front of a CMA member's vest** (as pictured to the right) is to include the CMA USA country patch on the upper left side of the vest (which places the stars closest to the heart and identifies the member's nation) and the 3" CMA logo or CMA nametag with logo on the upper right side of the vest. Nothing is to be placed above the country patch or the 3" CMA patch/nametag. Note: For countries that do not have specific requirements for placement, the country patch should be placed on the upper right side of the vest and the CMA logo opposite it. Patches or pins that take you out of a neutral ministering position may not be worn on a vest with the CMA back patch or logo.

- **The back of a CMA member's vest** is to include the CMA back patch and be easily distinguishable that the person is a CMA member. No other patches or rockers should be placed on the back of a CMA vest (i.e. territorial rockers indicating a city, state, chapter, or other location).

We ask that you commit to one back patch while serving as a member of CMA. Anyone who practices by word or deed anything that would discredit the testimony of Jesus Christ, or the ministry of CMA will be asked and expected to remove his or her CMA back patch. If a member is asked to remove or return their back patch, no reimbursement should be expected, or given, by CMA or its affiliates.



Logo use

Refrain from placing the CMA logo on secular event fliers and other promotional materials as a sponsor or promoter. **Consult the Area**

Representative for approval to use CMA's logo on Chapter produced event Flyers for Chapter sponsored events.

Chapter membership communications method.

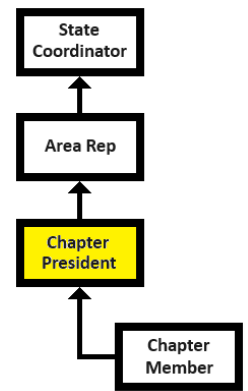
The minimum standard CMA method for sharing information with the chapter membership is via **email**. Social Networks and other similar apps like BAND to communicate with chapter membership may be incorporated in addition to email but should never take the place of email.

Know your handbook

Read and become familiar with the CMA Handbook. It is your source for answers to a lot of problems that arise in the workings of a chapter. If the answer to questions can't be found in the handbook, your next resource is your Area Rep. Your Area Rep is your link to the CMA chain of command via state leadership that will have better chance of finding an answer to your questions.

Follow the CMA chain of command

CMA has developed a chain of command and communication to aid members in receiving the information they need on a timely basis and provide chapters and members with support as needed. It is the responsibility of each leader to make sure that the next leader in the chain receives the communicated information. Members are encouraged to refer to this chain of command/communication. It provides a communication link to leaders in your area that are best equipped to answer questions and issues. Phone numbers for your state leaders are available in the Heartbeat and on the CMA website. If you have questions pertaining to this handbook, your local chapter, finding another chapter, or how you can better serve the ministry of CMA at a state level, we highly encourage you to contact your state leaders.



Why We Report?

A chapter's **quarterly report** is an important function of the chapter. Accurate reporting of chapter activities brings honor and praise to God. Salvations, recommitments, and other ministry results demonstrate God's faithfulness to move in people's lives when we present the Gospel. Giving honor to God for what He has done through our chapters is vital to chapter growth.

Secondly, chapter **quarterly reports** allow state and national leadership to gauge when and where resources are needed. Accurate reporting allows us to better align ministry efforts and resources to certain events and activities, making us more efficient with what God has given us. Chapter members are asked to update the Chapter Secretary with their ministry activities since the previous meeting.

There is help!

To assist chapter membership with reporting their ministry activity, SETX has created a **Chapter Activity Report Widget**. This Smartphone tool can report chapter member activity directly to the chapter secretary via email. Your chapter's activity report widget can be found at www.cmasetx.com/car.html.

The Chapter Secretary compiles the information and submits it through the current reporting forms. To assist the Chapter Secretary with this, It is recommended that the quarter's activity report be reviewed and discussed at the last Officer's Meeting of the quarter. Reporting instructions are sent out each quarter through the chain of communication while CMA is in the development process with the reporting section of the website.



Address the issue Prayerfully.

- Be prayed up before you ever attempt reconciliation of any issue. Prayerfully seek God's guidance and Spirit.
- Communicate Promptly.
- Never let an issue stew. Always attempt reconciliation as promptly as possible.
- Handle the situation Prudently. (Acting in a way that is careful and avoids risks.)
- Always be professional and Godly. Approach reconciliation in love.

- Keep good notes, have the person accompanying you keep notes as well if possible.
- Listen more than you talk.
- Pass the information to leadership in a timely manner.
 - Do not put off bringing your Area Representative if you believe you need leadership help with the issue.
- Meet in Pairs. (take someone with you)
 - Never go one on one. Always bring someone else you choose into any reconciliation conversation.
- Agree to a Plan to reconcile and restore this issue.
 - Always bring everyone together



In Summary:

Always pass information to your State Leadership as quickly as possible. Especially, those things that are in your control. If it's with a chapter member, reconcile this issue by taking another chapter member with you and document your findings.
And of course, be prayed up!

Adding the Activity Report to your Smart Phone

IPHONE

Get started with these easy steps:

Open Safari and navigate to your Chapter Activity Report Webpage using the following link:

<http://www.cmasetx.com/cmaXXX/>

This will be your chapter number 



iPhone Add to Home Screen

1. While viewing the Activity Report in Safari, tap the blue box-arrow icon.



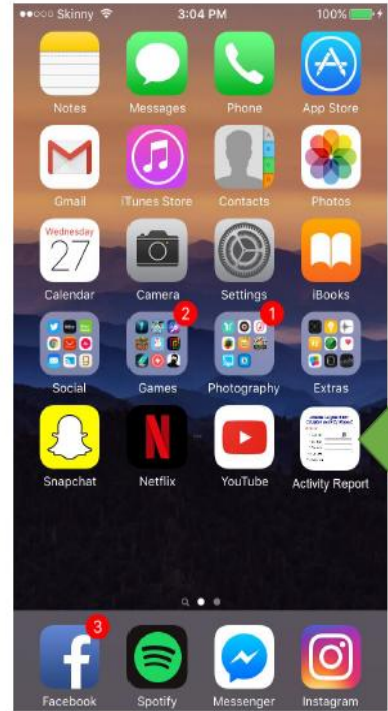
2. Tap "Add to Home Screen". If you don't see the home screen icon, scroll down or swipe left.



3. Type in the app name that you desire, for example, 'Activity Report'.



Now tap Add at the top right.



ANDROID

Get started with these easy steps:

Open Chrome and navigate to your Chapter Activity Report Webpage using the following link:

<http://www.cmasetx.com/cmaXXX/>

This will be your chapter number 



Android Add to Home Screen

1. While viewing your calendar in Chrome, tap the 3 vertical dots.



2. Then tap "Add to Home screen".



3. Type in the app name that you desire, for example, 'Activity Report'.

Now tap ADD.



CMA Chapter Meeting Agenda (Example)

- The **secretary** ensures all present have signed the attendance sheet prior to the start of the meeting.
- **Chaplain** ensures all present have access to Prayer request form(s) prior to the start of the meeting.

- Open the meeting in prayer.
 - *Either the **President** or the **Chaplain**.*
- **President** leads chapter in reciting Pledge of Allegiance
 - *Additionally, chapter may recite Pledge to the Christian Flag and or the Bible. This can be determined by the chapter officers.*
 - *The chapter should have the flag(s) available. They should be large enough to make them easily visible to all attendees.*
- **Vice President** address the chapter.
 - *V. P. can also recognize the visitors to the chapter meeting*
- **Chaplain** Devotional
 - *Devotional is not a sermon and should be brief about 10-12 minutes.*
- **Secretary** reports to the chapter.
- **Treasurer** reports to the chapter.
- **Road Captain** reports to the chapter.
 - *Review both past and upcoming chapter rides.*
- **President** discusses old business and events from the past month.
- **President** discusses new business and events for the next month.
- **President** recognizes new chapter membership.
 - *Chapter officers should decide how the chapter will recognize new membership (Colors Patch Kit, Certificate, chapter patch, etc.).*
- **Run for the Son Lead/Secretary** addresses the chapter.
- **Chaplain** Closes the meeting in prayer.
 - *Chapter officers should decide how this happens (circle up, cover prayer requests, allow members to pray if they desire, etc.).*

A guide to reaching the local groups and clubs in your area.

Prepare:

- Get prayed up, don't attempt to dive into this area of ministry without the guidance of the indwelling Holy Spirit. Seek God's will to be done and lean on Him and rely on Him. He is faithful. Always be in prayer and always ask the clubs if they need prayer.
- Always maintain integrity, never lay stumbling blocks for others to cause them to doubt the Spirit of Christ resides in you. Remember, as a Christian, you are being watched more closely than any others.

Finding Opportunities:

- Go to Veterans of Foreign Wars (VFW), American Legion Riders (ALR), and bars to look for rides, meetings, and benefits.
- If you are at a bike rally or bike night, watch what clubs come in and always go up and say hello and shake their hand. Don't forget to share your card or bless their bike(s)
- If you encounter one or two prospects or members of a club at gas stations or restaurants, always approach them and say hello and only shake their hand if they seek to shake yours. Don't forget to share your card or bless their bike(s)

Pursuit of Opportunities:

- Write down contact numbers and then call to see how you can help with the event.
- Ask to go to their meetings to tell them about CMA, most m/c meetings are closed but ask for 5 minutes before meeting to talk to them, then tell them you will wait outside after their meeting to answer any questions.
- If you encounter a new club and you don't know who to talk to, ask for the Sergeant at Arms, introduce yourself and then ask to talk to the President.
- If any club is having an auction, call them and give them some auctions items and always tape your CMA card on the item.
- Always hand out chapter presidents' cards
- Find who is the #1 club in your area and get to know them.
- Take the President and Sergeant at Arms out to lunch/dinner, you don't necessarily need to talk about CMA as much as you need to get to know them. Talk about motorcycles, sports, or their work. Make them feel at ease, they will bring up CMA.
- If you are at a bike rally or bike night, watch what clubs come in and always go up and say hello and shake their hand. Don't forget to share your card.

Maintaining relationships:

- After you get to know the presidents of m/c clubs, call them once a month and see how everything is going. Ask them if they need anything. (help, prayer)
- If clubs have a ride [just their club] ask to see if you and your chaplain can go, this way you can know everyone else in the club

A guide to reaching the local groups and clubs in your area (continued)

Know the Rules:

- Always ask if the wife can ride with you on your bike (not on her bike). Try to go by their club rules- so respect for those rules. Ask the club what rules they have for women riders and women at meetings. Riding their own bike or riding with their husband.
- Get to know their club rules, your CMA members could get in a lot of trouble if you think you are better than them. The more you know club rules the more they will understand you are trying to help.
- Be neutral with all clubs, all clubs are watching us.

Further outreach ideas:

- Call the clubs [#1 club first] and ask them to bring their whole club out for a hamburger-find a place you can cook, tell them you are supplying everything except the beer, if they want beer to bring it. Serve them, bring door prizes to give away, have some fun games, CMA chapter need to sit one on each table not together-president sit with president. After you do this call the #2 club and do the same thing.
- Call the #1 club and ask who they can get to come talk at your meeting- talk about how to act at runs, rallies how to go up to a club and say hi
- After you get to know the clubs, and some have open meetings assign someone to go to their meeting each month.
- Go to their BBQ and chili cook offs and see how you can help.
- Rent a putt-putt golf place and invite all the clubs to come out with their family to play. Offer each club a hole and give out candy when the kids come around.
- If you hear of someone going down [wreck] call the club and ask to go see the person, if they need help, or if they need CMA to do a celebration of life or help on a benefit they are doing for the person.

Learn more:

- CMA members can go to <http://www.rcvsmc.net> and get useful information about both motorcycle clubs and Ride clubs. A lot of clubs are making their prospects read this before they can patch in.

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