

**MINNESOTA PATRIOT GUARD (“MNPG”)  
AMENDED AND RESTATED  
DESCRIPTIONS OF LEADERSHIP  
AND  
ADMINISTRATIVE POSITIONS  
(Adopted January 18, 2009)**

**LEADERSHIP POSITIONS**

**State Captain (“SC”)**

The State Captain shall be initially appointed by the Board and shall be a member of the Executive Committee of the Board of Directors. Subsequent appointments of the State Captain shall be recommended by the outgoing State Captain and is subject to the approval of the Board of Directors using the process set forth below, unless the current State Captain’s appointment has been terminated by the Board of Directors, in which event the Board of Directors shall appoint the replacement State Captain using the same process set forth below by substituting the Board of Directors for the State Captain.

The State Captain shall be responsible for the operations of all KIA, Veterans and Welcome Home missions within the State of Minnesota and shall act as a liaison with the National Patriot Guard Riders organization and neighboring state organizations and shall build relationships with like minded organizations. The State Captain shall appoint and train the Assistant State Captain and Senior Ride Captains and shall make the initial appointment of sector Ride Captains and once appointed shall approve of all successors.

The process for the selection of a State Captain shall be as follows:

1. Senior Ride Captains shall be polled for suggestions from Sector Ride Captains on possible candidates for the State Captain. In addition, the State Captain shall also poll other state leadership positions such as Board Members and members of the Leadership Advisory Committee (“LAC”), as defined herein. The results of the poll shall be submitted to the State Captain upon which:
  - a. The State Captain shall submit the name of the candidate and credentials for State Captain to the LAC;
  - b. The LAC shall conduct a private vote;
  - c. Results of the LAC vote shall be submitted as a recommendation to the State Captain.
2. Following the LAC vote results, the State Captain shall take one of the following actions:
  - a. The State Captain accepts the recommendation and forwards the name of the candidate and credentials to the Board of Directors for their vote; or

- b. The State Captain rejects the LAC recommendation, withdraws the name submitted and begins the selection process again with Step 1 set forth above.
3. The Board of Directors shall vote on the candidate:
  - a. If the proposed candidate is approved by the Board of Directors the Board of Directors shall formalize its vote and shall advise both the Regional and National Captains, and the Board of Directors of Patriot Guard Riders of its final selection of State Captain;
  - b. If the candidate is not approved by the Board of Directors then the selection process shall begin again with Step 1 set forth above.
4. The exiting State Captain shall announce the results of the election and appointment to the entire MNPG.

**Assistant State Captain (“ASC”)**

The Assistant State Captain shall be appointed by the State Captain, the appointment of which shall be subject to the approval of the Board of Directors using the process set forth below, and once approved, the Assistant State Captain shall become a member of the Executive Committee of the Board of Directors.

The Assistant State Captain shall assist the State Captain and in the event of absence or disability of the State Captain, the Assistant State Captain shall assume the powers and duties of the State Captain, until the Board of Directors appoints a replacement State Captain.

The process for the selection of an Assistant State Captain shall be as follows:

1. Senior Ride Captains shall be polled for suggestions from Sector Ride Captains on possible candidates for the Assistant State Captain. In addition, the State Captain shall also poll other state leadership positions such as Board Members and members of the Leadership Advisory Committee (“LAC”), as defined herein. The results of the poll shall be submitted to the State Captain upon which:
  - a. The State Captain shall submit the name of the candidate and credentials for Assistant State Captain to the LAC;
  - b. The LAC shall conduct a private vote;
  - c. Results of the LAC vote shall be submitted as a recommendation to the State Captain.
2. Following the LAC vote results, the State Captain shall take one of the following actions:

- a. The State Captain accepts the recommendation and forwards the name of the candidate and credentials to the Board of Directors for their vote; or
  - b. The State Captain rejects the LAC recommendation, withdraws the name submitted and selection process begins again with Step 1 set forth above.
3. The Board of Directors shall vote on the candidate:
    - a. If the proposed candidate is approved by the Board then the State Captain shall announce the results of the appointment to the entire MNPG organization;
    - b. If the candidate is not approved by the Board of Directors, then the selection process shall begin again with Step 1 set forth above.

### **Senior Ride Captain (“SRC”)**

Three (3) Senior Ride Captains shall be appointed by the State Captain based on geographic regions; a southern, a metro and a northern Minnesota appointment. Senior Ride Captains shall work together throughout the state as the need arises and shall assist the State Captain and the Assistant State Captain in problem solving, choosing and training of Ride Captains, approve the appointment of Assistant Ride Captains, provide mission support, and gather and share best practices.

1. Metro shall be defined as NE Metro, NW Metro, SE Metro, and SW Metro and St Cloud
2. Northern shall be defined as Alexandria, Bemidji, Brainerd, Detroit Lakes, Duluth, Grand Rapids, Hibbing, International Falls, and Thief River Falls
3. Southern shall be defined as Albert Lea, Mankato, Marshall, Rochester, Willmar, and Worthington

### **Sector Ride Captain (“RC”)**

Twenty (20) Ride Captains shall be initially appointed by the State Captain, one per geographic sector. Subsequent appointments for Ride Captain positions being vacated by an existing Ride Captain shall be made by the out going Ride Captain, subject to the approval of the State Captain. Ride Captains shall be responsible for all missions and events in their assigned sector and shall act as a liaison to CAOs, LEOs, families, funeral directors or others designated by the families and shall create awareness within their sector for continuous membership growth and the building of community relationships. Ride Captains shall promote the MNPG with community events and fundraising activities within their sector and may recruit and appoint such community volunteers to assist in events and fundraising efforts as may be needed. The Sector Ride Captain shall also plan and institute ride safety procedures to ensure the safety of MNPG members and the community on missions and other events. The Sector Ride Captains shall appoint Assistant Ride Captains, subject to the approval of the Senior Ride Captains and shall oversee the activities of the Assistant Ride Captains.

### **Assistant Sector Ride Captain (“ARC”)**

Assistant Ride Captains shall be appointed by the Sector Ride Captain, subject to the approval of the Senior Ride Captain. Assistant Ride Captains shall assist the Sector Ride Captain with sector

missions or other duties of the Ride Captain, as may be requested by the Ride Captain. The number of Assistant Ride Captains may vary per sector. In the event of absence or disability of the Ride Captain, the State Captain may appoint an Assistant Ride Captain to assume the powers and duties of the Ride Captain.

### **HOTH Coordinator**

The HOTH Coordinator shall be appointed by the Board of Directors and shall be a member of the Executive Board of Directors. Subsequent HOTH Coordinators, after the first appointment by the Board of Directors, shall be recommended by members of the HOTH Committee (as hereinafter defined), subject to approval by the Board of Directors. The HOTH Coordinator, with the assistance of the HOTH Committee, shall plan, coordinate and implement all aspects of the HOTH program statewide and shall be responsible for selecting, training, and directing activities of HOTH Committee members. The HOTH Coordinator shall work with the Sector Ride Captains as may be necessary to plan and implement fundraising events benefiting the HOTH program and shall act as a consultant to events planned for the purpose of generating funds for HOTH missions. The HOTH Coordinator shall also be the public relations spokesperson for the HOTH Committee.

### **Assistant HOTH Coordinator**

The Assistant HOTH Coordinator shall be appointed by the HOTH Coordinator, subject to the approval of the HOTH Committee (as hereinafter defined). The Assistant HOTH Coordinator shall manage the day-to-day operations of the HOTH Committee, including, but not limited to, every day business matters, fielding questions, recruiting HOTH Committee members to fill vacancies, updating events calendars, sending out HOTH related email blasts to RCs and other Leadership members and researching future HOTH projects. The Assistant HOTH Coordinator shall also coordinate efforts amongst the various Veterans Homes and VA Medical Centers, be responsible for submitting fund requests and information regarding upcoming Veterans Homes HOTH, and shall maintain regular communications with the HOTH Coordinator.

### **Law Enforcement Coordinator (“LEO”)**

The Law Enforcement Coordinator shall be appointed by the State Captain and shall be responsible for generating goodwill and trust with local community and state law enforcement officers. The Law Enforcement Coordinator shall work with the State Captain, Assistant State Captain, Senior Ride Captains, Sector Ride Captains and Assistant Ride Captains as a liaison to law enforcement for mission support.

### **Public Relations Coordinator**

The Public Relations Coordinator shall be appointed by the Board and shall be responsible for appointing and chairing a public relations committee to assist with preparation of public relations materials, preparing press releases and working with media and publications to create public awareness. The Public Relations Coordinator and committee members shall assist the Sector Ride Captains and HOTH Coordinator as needed for publication and promotion of both statewide and local events.

## **ADMINISTRATIVE POSITIONS**

### **Regional HOTH Representatives**

Three (3) Regional HOTH Representatives shall be chosen by the HOTH Committee, subject to approval by the HOTH Coordinator, and shall be assigned as a point of contact for each of the three (3) SRCs. Regional HOTH Representatives shall work with their assigned SRC to cultivate HOTH activities throughout Minnesota and shall be charged with vetting, planning and facilitating HOTH missions within their respective region and shall maintain communications with the HOTH Coordinator before, during and after such missions. Regional HOTH Representatives shall also provide support to Family Readiness Groups (FRGs) within their respective regions and shall aid in maintaining a network of support for the returning wounded and injured service members living in or relocating to their respective regions.

### **Veterans Home HOTH Representatives**

Six (6) volunteer representatives shall be chosen by the Assistant HOTH Coordinator, with one (1) representative assigned to each of the four Minnesota Veterans Homes (Fergus Fall, Luverne, Hastings and Silver Bay) as well as the two VA Medical Centers (Minneapolis and St. Cloud). The Veterans Home HOTH Representatives shall work to build a strong relationship with each respective facility's volunteer service coordinator, schedule events, request and supervise the distribution of funds and maintain communications with the Assistant HOTH Coordinator.

### **Store Coordinator**

The Store Coordinator shall be appointed by the Board of Directors and shall be responsible for coordinating and managing all aspects of the MNPG on-line store. The Store Coordinator shall have sole responsibility for product selection, pricing and inventory management and shall present and make recommendations to the Board of Directors and shall administer the store pursuant to the policies established by the Board of Directors.

### **IT Coordinator**

The IT Coordinator shall be appointed by the Board of Directors and shall be responsible for coordinating and managing all aspects of the MNPG on-line website ([www.mnpatriotguard.org](http://www.mnpatriotguard.org)). The IT coordinator shall be accountable for the integrity of the web site and ensuring that the appropriate tools and training are available to the leadership team. The IT Coordinator shall continuously develop functionality and shall recommend to the Board of Directors any changes that may be required in functionality before implementation of such changes. The IT Coordinator shall maintain the membership list, manage the e-mail list and shall handle statewide e-mails. The IT Coordinator may appoint assistants or committee members as needed to assist in the performance of the IT duties, however, due to the sensitive nature of the data managed, all such appointments shall be approved by the Board of Directors.

### **Librarian/Historian**

The Librarian/Historian, whether one or more, shall be appointed by the Board of Directors and shall be responsible for coordinating, cataloging and storing newspaper articles, mission cards, press releases, TV and radio interviews and all other matters of a similar nature related to the preservation and documentation regarding the activities of the MNPG.

## COMMITTEES

### **Leadership Advisory Committee (“LAC”)**

The Leadership Advisory Committee shall include representation from the following positions as defined above:

- *3 SRCs*
- *20 RCs*
- *Law Enforcement Coordinator*
- *Public Relations Coordinator*
- *Assistant HOTH Coordinator*

The purpose of the Leadership Advisory Committee shall be to make recommendations to the Board of Directors on appointment of Directors and matters of operational concern and planning. Each committee position (for a total of 26 votes assuming all positions are filled) shall have an advisory vote on matters that concern the entire organization only. In the event that a member of the Leadership Advisory Committee holds more than one position, such as a SRC holding the position of a sector RC, then the vote of such RC shall be delegated by said RC to an ARC of that sector in the sole discretion of the delegating RC.

### **HOTH Committee:**

The HOTH Committee shall include representation from the following positions as defined above:

- *HOTH Coordinator*
- *Assistant HOTH Coordinator*
- *3 Regional HOTH Representatives*
- *6 Veterans Home HOTH Representatives*

The purpose of the HOTH Committee shall be i) to make recommendations to the Board of Directors on the appointment of the HOTH Coordinator, ii) approve the appointment by the HOTH Coordinator of the Assistant HOTH Coordinator, and iii) shall make recommendations to the HOTH Coordinator for the Regional HOTH Representatives positions. The HOTH Committee shall assist the HOTH Coordinator with planning, coordinating and implementing all aspects of the HOTH program statewide. Each committee member shall have one vote.