

**MINNESOTA PATRIOT GUARD (“MNPG”)
3rd AMENDED AND RESTATED
DESCRIPTIONS OF LEADERSHIP
AND
ADMINISTRATIVE POSITIONS
(Adopted October 25, 2011)**

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 accountable for the execution of all Missions as defined by the Mission Scope 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 then the candidate's name and credentials shall be submitted to the national Patriot Guard Riders 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.
4. Once the candidate is approved by the Board of Directors, the Board of Directors shall formalize its vote and shall advise both the Regional the Board of Directors of Patriot Guard Riders of its final selection of State Captain.
5. 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 recommended 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 duties are being advisor to the State Captain and Missions Team, Leadership Development, and projects as assigned by the 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.

Missions Team (“Missions”)

The Missions Team is made up of the 3 SRCs, SC, ASC, and prior State Captains who left on good terms. The Missions Team is led by the 3 SRCs who receive all mission requests and make decisions based on the Mission Scope. The Missions Team will decline the request if it does not fit the Mission Scope and pass forward to the sector RC for the final acceptance if it does fit. The Mission team also responds to the special requests as they come in as a collaborative effort.

The SC, ASC, and Prior State Captains will respond to requests only if the SRC is unavailable or requested by one of the SRCs.

The Missions Team is involved in developing and the recommendations of guidelines, policies, and Mission Scope before being presented to the leadership team.

Senior Ride Captain (“SRC”)

Three (3) Senior Ride Captains (initially appointed by the State Captain and now voted on by Region Ride Captains) are based on geographic regions; Metro, Northern, and Southern. Senior Ride Captains shall work together throughout the state as the need arises, actively participate on the Mission Team as leaders, 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.

Region Definitions

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

The process for the selection of a Senior Ride Captain replacement shall be as follows:

1. The outgoing Senior Ride Captain and Ride Captains of the region shall be polled for suggestions on possible candidates for the Senior Ride Captain. In addition, the State Captain and Assistant State Captain shall also poll other state leadership positions such as Board Members and other Senior Ride Captains as defined herein. The results of the poll shall be submitted to the State Captain upon which:
 - d. The State Captain shall submit the name of the candidate and credentials for Senior Ride Captain to the Region Ride Captains;
 - e. The Region Ride Captains shall conduct a private vote;
 - f. Results of the Region Ride vote shall be submitted as a recommendation to the State Captain.
2. Following the Region Ride Captain vote results, the State Captain shall take one of the following actions:
 - c. The State Captain accepts the recommendation and forwards the name of the candidate and credentials to the Leadership Team and Board of Directors for their info; or
 - d. The State Captain rejects the LAC recommendation, withdraws the name submitted and selection process begins again with Step 1 set forth above.

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 Senior Ride Captain and State Captain. Ride Captains shall be responsible for accepting all missions and events related activities in their assigned sector within the Mission Scope following all established Minnesota Patriot Guard Policies and Guidelines. They shall act as a liaison to CAO/CACO/FLO, 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. 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.

Veterans Homes reps shall also be titled Assistant Ride Captains with their primary focus being support of the Vets Homes and building excitement and interest in these activities in partnership with the Sector Ride Captain.

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.

Veterans Home HOTH Representatives/Assistant Ride Captains

Six (6) volunteer representatives shall be chosen by the appropriate sector Ride Captain, with one (1) representative assigned to each of the four Minnesota Veterans Homes (Fergus Fall, Luverne, Hastings and Silver Bay), Veteran Hospital in Minneapolis, and the VA Medical Center in St. Cloud. The VA Medical Center in Minneapolis can be the seventh with interest by the Hospital. 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 Ride Captains.

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*

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 24 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.