From: Commanding Officer, (unit)

To: I. M. MARINE, USMC

Subj: APPOINTMENT AS PRESIDENT OF (UNIT) MOTORCYCLE CLUB

Ref: (a) MCO 5100.29B

(b) MCO P5102.1B

(c) MCO 5100.19F

(d) MCO 3500.27A

(e) YOUR BO 1111.A

(f) YOUR CO ORDER/DIR 111.A

Encl: (1) If any

1. Per the references, you are hereby appointed as the President of the (unit) Motorcycle Club. You will thoroughly familiarize yourself with the references and comply with them in the performance of all your duties.

2. You have been hand selected and assigned to this prestigious position by the Commanding Officer. You have been selected based on your riding experience, wisdom, maturity, professionalism (both on and off duty), genuine care and concern, credibility and overall leadership abilities.

3. You are ultimately the keeper of the (unit) Club Charter. You are charged with advising the Commanding Officer on all matters pertaining to the (unit) Club; supervising, maintaining and guiding the actions of the club with regards to the Club Charter; directing the Executive Committee; promoting safe and responsible riding; engendering an atmosphere of inclusion and good will with and between club members; holding violators accountable and above everything else – setting a professional example for all club members to emulate. You must never forget that your actions are to be above reproach and that the lives of our club members depend on the legitimacy, relevancy, credibility and stature of the (unit) Club.

4. You must pay constant attention to the (unit) Club and all of its inner workings. Do not let the club wither and die from a lack of focus, drive, attention, enthusiasm, nor should you fall into complacency. The (unit) Club will need continuous maintenance to keep it vibrant and alive. Listen to the old, welcome the new, always seek new information, pass on the gouge and look for new and ingenious ways to make (unit) Club an entity that shares, motivates, teaches; and makes old members want to stay – and new members want to join. Never, ever view (unit) club - or your duties - as a “check in the block” to satisfy some requirement on paper. (unit) Club is and will be a living, breathing organization for others to emulate.

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5. This assignment will remain in effect until you are transferred, reassigned, voted out, superseded or otherwise relieved of your duties by the Commanding Officer.

A. B. SMITH

FIRST ENDORSEMENT

From: I. M. MARINE, USMC

To: Commanding Officer, (unit)

1. I have assumed all duties and responsibilities as the (unit) Motorcycle Club President.

2. I will become familiar with all applicable references and utilize them in discharging my duties.

3. I will always be mindful that I am the direct representative of the Commanding Officer.

4. I realize and accept that the lives of our club members depend on my actions, and the actions of the (unit) Club. I will always hold the (unit) Club in the highest regards and never bring discredit upon our club, or its members.

I. M. MARINE