

MACA Assistance Program (*a.k.a.* 'Range Riders')

The MACA Assistance Program is developed to make the counsel, experience and support of respected managers of the profession available to MACA members. MACA members are always encouraged to access the support and advice from fellow MACA members. The MACA Assistance Program provides a framework to allow continued access to well respected former county managers/administrators/coordinators. The Range Riders are volunteers who can provide outside advice to their professional colleagues.

PURPOSES:

- Support personal and professional needs of MACA members including confidential support and advice.
- Offer advice to local governments on professional management issues.
- Encourage active participation in MACA and other professional organizations (ICMA, MCMA, etc.).
- Promote professional development and training opportunities.
- Assist MACA in attainment of MACA goals.

RESPONSIBILITIES and EXPECTATIONS:

- Responsible for assistance in outreach to new managers with contact via phone or in person.
- Responsible for proactive outreach to managers going through difficult times, and also to members in transition.
- Responds to member contacts and requests within 48 hours or as reasonably possible.
- Attends meetings of and stays in contact with professional associations and informal groups of MACA members.
- Attends MACA meetings, trainings, and conferences as available and requested.
- Provides regular updates to the MACA President of contacts made.

PROGRAM GUIDELINES:

- MACA will have two (2) Range Riders available for MACA members.
- Range Riders will be former members of MACA.
- The MACA Executive Committee will appoint Range Riders based on expressed interest and number of Range Riders actively serving.
- Range Rider appointments will be three years in duration.

CONFIDENTIALITY:

- All discussions are on a confidential basis.
- Range Riders are friends, colleagues and advisors, not consultants.
- Range Riders help with personal and professional issues.
- Range Riders do not provide technical assistance or solve substantive problems.

EXPENSE REIMBURSEMENT:

- Range Riders will serve as unpaid volunteers.
- Reasonable direct expenses – mileage, lodging, meals – will be reimbursed per MACA or AMC policies and guidelines upon presentation of documentation and proper receipts.
- MACA will cover conference registration costs for attendance at MACA trainings.
- Any other expense reimbursement will require prior approval by the MACA President.

QUALIFICATIONS:

- Retired MACA Manager, Administrator, or Coordinator.
- Maintenance of active e-mail account.