# WCMA Range Rider Statement of Policy

## I. PURPOSE

The purpose of the Range Rider Program is to make the counsel, experience and support of respected, retired managers of the profession available to individual members. The program is designed to help with personal and professional issues and not to provide any form of technical assistance nor to solve substantive problems in a local government.

## II. APPOINTMENT OF RANGE RIDERS

A. QUALIFICATIONS - A Range Rider shall have the following qualifications:
   1. A resident of Wisconsin at the time of appointment.
   2. At least ten years experience as a chief appointed local government administrator.
   3. A willingness to actively participate in the program for the duration of the appointment.
   4. A commitment to follow the outline of responsibilities for WCMA Range Riders and the ICMA Range Rider Program Guidelines and Manual.
   5. Be a member of the International City/County Management Association and the WCMA at time of appointment and to maintain such memberships during service as a Range Rider.
   6. Have an active email address.

B. APPOINTMENT PROCESS - The following process shall be used for the appointment of Range Riders.
   1. Creation of an open position by the Wisconsin City Management Association Board of Directors through the declaration of a vacancy as a result of the departure of an incumbent or by expanding the total number of Range Rider positions.
   2. Notice of any vacancy shall be given to all WCMA members, who then shall be given 30 days from the date of notice to recommend candidates to the WCMA President. Potential candidates shall be requested to submit a letter of interest and a resume. Candidates shall be interviewed by the President, Vice President and at least one other member of the Board, or a panel of Range Riders who shall make a recommendation to the President.
   3. Appointments shall be made jointly by the President of the WCMA with concurrence of the WCMA Board and the Executive Director of the ICMA.
   4. Reappointments do not require the declaration of a vacancy and may be made by the President of the WCMA, with concurrence of the WCMA Board. Range Riders must continue to meet the program's qualifications in order to be considered for reappointment.

C. TERM OF APPOINTMENT
   1. The appointment continues until the Range Rider, the ICMA, or the WCMA wants to discontinue the relationship. Any one of the three parties may end the appointment upon written notification to the others.

## III. OUTLINE OF RESPONSIBILITIES FOR RANGE RIDERS

A. The Range Rider is encouraged to make contact personally or by phone with each WCMA member at least one time each year.

B. The Range Rider is encouraged to visit with each newly appointed manager and assistant manager within one month of notice of appointment; and is encouraged visit with each WCMA member in transition within one month of notification.
C. The Range Rider is expected to provide confidential counseling to all WCMA members on personal and professional issues when invited to do so by a member within a 48 hour response time if at all possible.
D. The Range Rider is expected to offer support upon request in a private manner directly to members who may be experiencing problems with their elected officials.
E. The Range Rider is encouraged to attend at least one meeting or social event annually of each area managers' group within the state.
F. The Range Rider is expected to attend the annual Wisconsin City/County Management Association conferences.
G. The Range Rider is expected to refrain from direct or indirect public criticism of any WCMA member and to uphold the standards as embodied in the ICMA Code of Ethics.
H. The Range Rider should provide, at least quarterly, a statement of expenses along with a report of activities to the WCMA Executive Director who shall then forward the same to the WCMA President and WCMA Range Rider Coordinator.
I. As requested assist the WCMA in recruitment of ICMA and WCMA members and other joint activities and programs with the ICMA.

## IV. RANGE RIDER EXPENSES

A. Annual Budget - Each year the WCMA Board of Directors shall approve an annual budget for the Range Rider Program.
B. Eligible Expenses
    1. Automobile travel at the current IRS mileage rate.
    2. Meals, lodging, and registration fees while attending managers meetings and the WCMA Annual Conference.
    3. Telephone usage, postage, miscellaneous supplies, copying costs and similar expenses incidental to performing Range Rider responsibilities.
C. Procedure for Expense Reimbursement
    1. Range Riders shall send the reports required in Section III to WCMA Executive Director.
    2. The WCMA Board of Directors shall approve appropriate expenses and shall authorize full payment of authorized expenses from the WCMA treasury.
    3. The WCMA shall submit both the reports and a request for 50% reimbursement to ICMA.

## V. OUTSIDE ACTIVITIES

A. Range Riders may engage in part-time consulting or comparable professional activities as private entities and/or sole proprietors. They may also engage in teaching, consulting, or interim services with state agencies, quasi public entities, local governments or regional agencies. Such part-time activities shall be in accordance with ICMA Range Rider Guidelines. Range Riders shall advise the President of the WCMA before accepting any consulting agreement with an ICMA recognized jurisdiction. In no instance shall a Range Rider accept a consulting assignment with a community without the expressed consent of all ICMA or WCMA members who may be serving at the same entity.
B. Range Riders may engage in interim manager positions and shall notify the WCMA Executive Director of the acceptance of any such position. Such an assignment

should not detract from the Range Rider's attention to his/her Range Rider responsibilities.

C. Retired administrators who commercially advertise as consultants or who are members of a consulting firm, on a full time basis, are not eligible for Range Rider appointment.

## VI. SUPPORT FOR RANGE RIDER PROGRAM

A. The WCMA Board of Directors shall serve as the Oversight Committee for the Range Rider Program and accepts by reference the International City/County Management Association Range Rider Program Guidelines and Manual.
B. The WCMA Board of Directors shall annually review this Statement of Policy and all aspects of the program. The Board of Directors shall meet with the Range Rider at the WCMA annual conference to solicit his/her views on the program.
C. The Range Rider Coordinator, who shall be a WCMA Board of Directors appointee, shall contact the Range Rider quarterly to discuss the program and to offer support. The Coordinator shall encourage the Range Rider to be active, to complete reports and to attend the WCMA annual conference. The coordinator shall also encourage regional manager associations to invite the Range Rider to participate in their activities and the coordinator shall update the WCMA Board of Directors periodically on Range Rider activities.
D. The WCMA President shall recognize the contributions of the Range Rider at the annual banquet of the association.

## VII. APPROVAL OF AND AMENDMENTS TO THE STATEMENT OF POLICY

A. This Statement of Policy shall become effective upon majority vote of the WCMA Board of Directors.
B. This Statement of Policy may be amended using the same process as with its original approval.

Adopted by the WCMA Board on this 24th day of April, 2007.