

# CHAPTER OFFICER DUTIES

## DIRECTOR

### Responsibilities:

- Works with the Sponsoring Dealer to uphold the "Annual Charter for H.O.G. Chapters" and H.O.G. operating policies.
- Assumes overall responsibility for the administration of the H.O.G. chapter and implementation of Harley Owners Group policies.
- Signs annual H.O.G. Chapter Charter Application and ensures it is received in H.O.G. office by January 31st
- If Chapter is Incorporated ensures chapter complies with all corporate state annual filing requirements if applicable.
- Promotes H.O.G. and the H.O.G. Chapter to potential members.
- Conducts chapter meetings.
- Coordinates chapter officer responsibilities.
- Ensures that risk management requirements pertaining to the Chapter, including procurement of necessary release forms, are met for the chapter activities.
- Verifies that chapter T-Shirt guidelines are followed.
- Ensures that all Trademark requirements are met.
- Ensures Chapter merchandise orders are supplied to the Sponsoring Dealer.
- Ensures Chapter Officer News is available to all fellow officers.
- Routes H.O.G. correspondence to fellow officers and to membership, as requested.

## ASSISTANT DIRECTOR

### Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".
- Assists Director as requested.
- Promotes H.O.G. and the H.O.G. Chapter to potential members.
- Informs chapter members of H.O.G. programs and benefits.
- The following officers should assist in this function:
  - LOH Officer – Ladies of Harley program
  - Safety Officer – Motorcycle safety programs and Safe Rider Skills program
  - Photographer.
- Conducts new member orientation.
- Act as H.O.G. State Rally Liaison and shall ensure that information regarding H.O.G. State Rallies is communicated to the Chapter membership

## **TREASURER**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters.
- Collects chapter dues (no more than A\$35 / NZ\$40 per member per year).
- Manage all chapter funds.
- Oversees the preparation of the chapter federal, state and local tax returns where applicable.
- Reports financial transactions to member monthly.
- Submits the annual financial statement to H.O.G. (by January 31st)
- Ensures that any charitable contributions are managed according to H.O.G. guidelines.
- Maintains a running comparison of current year chapter finances with prior year chapter finances for presentation at the Annual meeting.

## **SECRETARY**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters.
- Oversees the administrative needs of the chapter:
  - Keeps minutes of all chapter meetings, including "Annual Chapter Business Meeting".
  - Ensures all insurance requirements are met.
- Oversees Membership Officer Position to:
  - Ensure that chapter members have International H.O.G. memberships.
  - Enrol new chapter members.
  - Administers annual chapter member renewal process.
  - Ensure that most current officer and chapter address information is on file with H.O.G.
  - Maintain annual Chapter Membership Enrolment Form and Release on file for each member.
- Submit the following reports to H.O.G.:
  - H.O.G.Chapter Charter Application (once a year, by January 31st)
  - Other reports and forms as requested.
- Obtains files and maintains records of all insurance forms, including release and injury report forms.
- Administers the annual chapter Business Meeting.

Submits corporate, state annual report to proper state office (or chapter attorney), if applicable.

## **ACTIVITIES OFFICER**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".
- Oversees the administration of chapter events.
- Recruits and instructs volunteers for chapter activities.

**Suggestion:** Survey chapter members on the types of activities that interest them, and ask if they are willing to volunteer. If and when those activities are held, notify the members who showed a special interest.

- Ensures that all insurance concerns and requirements are met for chapter events.
- Oversees the collection of appropriate release forms for chapter events.
- Assists the Director and Secretary with the implementation of the Risk Management Program, including procurement of insurance and release forms.

## **LOH OFFICER**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".
- Encourages women members to take part in the chapter.
- Answers questions about the Ladies of Harley program.
- Informs members of LOH benefits and activities.
- Coordinates LOH chapter activities.

### **Remember:**

Ladies of Harley is another benefit of membership, not a separate organisation within H.O.G. and their existing local chapter. You cannot open a separate Ladies of Harley chapter nor offer activities exclusive to LOH members. You can, of course, organise events that maybe more appealing to the LOH members, but all members must be welcome.

### **Suggestion:**

More women than ever before are enjoying the sport of motorcycling. With your help, Ladies of Harley will continue to serve members needs in the future. Remember, many times, people who are not familiar with motorcycling may not feel comfortable attending meetings. Form a "Welcoming committee" for new members to make them feel right at home.

## **ROAD CAPTAIN**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters.
- Assists in planning routes for chapter rides.
- Assists in keeping the chapter informed of all H.O.G. programs.
- Educates chapter members about group riding techniques.
- Informs chapter members of any hand signals used by the chapter on group rides.
- Assists in obtaining signed release forms for chapter rides.
- Acts as a guide for organised chapter rides.

## **EDITOR**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".
- Authors, edits and facilitates the distribution of chapter publications, including the chapter newsletter.
- Presents any chapter publications (written, electronic, oral etc.) to the Sponsoring Dealer for approval prior to their use.
- Organises and assembles written material for the chapter.
- Submits chapter events on-line at <http://members.hog.com> for listing on Chapter Events List.
- Submits chapter suggestions to the *Chapter Officers News*.
- Informs chapter members of chapter activities by printing them in the chapter newsletter.
- Work with Webmaster to ensure the same information is being communicated to all chapter members.
- Promotes H.O.G.'s fun, family -oriented philosophy in all chapter publications.
- Sends a copy of all publications to the H.O.G. office.

### **The Editor may:**

Select information from *Chapter Officer News* and HOG magazine and reprint it in the chapter newsletter.

## **SAFETY OFFICER**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters.
- Provides Motorcycle Safety Foundation type information to Members.
- Educates Members about Safe Rider Skills program.
- Assists the Road Captain in planning routes for chapter rides.

- Assists the Road Captain in Educating chapter members about group riding techniques.
- Assists the Road Captain in informing chapter members of any hand signals used by the chapter.
- Assists in collection of signed release forms.

## **PHOTOGRAPHER**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".
- Takes and organises chapter photos for chapter publications, H.O.G. magazine and a chapter history album.
- Submits chapter photo to H.O.G. magazine when requested.

## **MEMBERSHIP OFFICER**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".
- Ensures that chapter members have current International H.O.G. membership.
- Enrols new members into chapter.
- Administers annual chapter member renewal process.
- Works with chapter secretary to ensure the annual Chapter Membership Enrolment Form and Release is on file for each member.
- Maintain membership changes online in Chapter Officer Section of <http://members.hog.com> (requires internet accessibility).

## **WEBMASTER**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".
- Authors, edits and updates the chapter web site.
- Follows Internet guidelines.
- Presents any potential web site information to the Sponsoring Dealer for approval prior to use. If the Sponsoring Dealer has a home page, discuss linking the chapter home page to the Dealer's.
- Includes official chapter name and number on all material published by the chapter.
- Works with the Chapter Editor to ensure the same information is being communicated to all chapter members and does not rely on the Internet as the sole means of chapter communication.
- Organises and assembles electronic information for the chapter.
- Informs chapter members of the chapter activities by including in the chapter web site.
- Promotes H.O.G.'s fun, family-oriented philosophy in all web site material.

- Acts as caretaker for the chapter by protecting chapter members privacy by not revealing personal chapter member or private chapter information on the chapter web site.
- Submits chapter web site to H.O.G. for listing on [www.members.hog.com](http://www.members.hog.com) and the H-D dealer locator.

**The Webmaster may:**

Select information from *Chapter Officer News* and H.O.G. magazine and reprint it on the chapter web site.

## **HISTORIAN**

**Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".
- Organises written accounts of chapter activities, records names of chapter officers, notes membership levels, etc.
- Organises photos of chapter activities, officers, members, etc.

**The Historian may want to:**

- Work with the chapter Photographer or other members to assemble a collection of photos and materials that document the life of the chapter.
- Create a permanent history of the chapter that can be stored in a "chapter library" at the dealership.
- Assemble historic material that may be utilised in articles for both the chapter publications and Hog magazine.

**Suggestion:**

- Occasionally, do a one, two or five year "on this date" feature in the chapter publication.
- Display the chapter history book at as many chapter events as possible.
- Seek articles and photos from members. This adds variety of perspectives and lightens the work load.
- Publish history submissions in the newsletter and permanently archive them in the chapter history book
- Be creative; it's your history.

## **QUARTERMASTER**

**Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".

## **PR OFFICER**

### **Responsibilities:**

- Assists the Sponsoring Dealer and Chapter Director in upholding the "Annual Charter for H.O.G. Chapters".

## **Harley Officer Training (H.O.T.)**

### **H.O.G. Officer Training**

- H.O.G. Officer Training (H.O.T.) was created in 1995 to help chapter officers excel at their duties. H.O.T. takes a more focused look at some of the topics covered in this handbook. Aimed at Sponsoring Dealers, Chapter Directors, Assistant Directors, Secretaries and Treasurers, H.O.T is H.O.G's one chance to get important, timely information directly to the local chapter leadership.
- As a forum where chapter officers from all over the market get together and receive communication directly from H.O.G. H.O.T. includes both formal training to answer questions and catch up on news in your region.

### **Attending H.O.T.**

- H.O.T. is announced in Chapter Officer News and by a direct mail invitation. Dates and registration information are printed and distributed in plenty of time for you to plan a trip to H.O.T. It is very important that primary officers and sponsor dealers attend this training if at all possible.
- Your annual chapter charter renewal must be received by H.O.G. and processed through our system in order to register. Your Sponsoring Dealer has final say on which officers from your chapter attend.