

# **Officer Position Descriptions**

## **Sponsoring Dealer**

Each H.O.G.® chapter must be sponsored by an authorized Harley-Davidson® dealer.

### **Responsibilities:**

- Promotes H.O.G. and the H.O.G. chapter to potential members
- Abides by the “Annual Charter for H.O.G. Chapters” and all H.O.G. operating policies
- Ensures that the chapter operates in accordance with the “Annual Charter for H.O.G. Chapters” and H.O.G. operating policies
- Signs annual H.O.G. Chapter Charter Application and ensures it is received in the H.O.G. office by January 31
- If the chapter is incorporated, ensures the chapter complies with all corporate state annual filing requirements
- Approves all chapter publications
- Places chapter custom T-shirt orders
- Approves any local chapter by-laws (along with Regional Manager)
- Contacts the Regional Manager prior to disbanding a chapter
- Contacts the Regional Manager prior to starting a chapter
- Approves all fund-raisers

### **The Sponsoring Dealer may:**

- Determine how the chapter officers are chosen and the length of their term
- Suspend or revoke membership to the local chapter
- Rescind chapter sponsorship at their discretion

- Establish chapter dues in accordance with the charter
- Assume any, or all, officer positions

## **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 31
- If chapter is incorporated, ensures chapter complies with all corporate state annual filing requirements
- 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 set forth by the Chapter Insurance program, including procurement of necessary release forms, are met for all chapter activities
- Verifies that chapter T-shirt and merchandise guidelines are followed
- Ensures that all trademark requirements are met
- Ensures that 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 the 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 you in this function:
  - LOH® Officer - Ladies of Harley program and LOH Motorcycling Memories contest
  - Safety Officer - Motorcycle safety programs and Safe Rider Skills program
  - Photographer - Staff Photographer pin
  - Conducts new member orientation
  - Acts as the liaison between the chapter and the State Rally Committee

## **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 \$24 per member per year)
- Manages all chapter funds
- Oversees the preparation of chapter federal, state and local tax returns
- Reports financial transactions to members monthly

- Submits the annual financial statement to H.O.G. (by January 31)
- 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 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 that all insurance requirements are met
- Oversees membership officer position to:
  - Ensure that chapter members have current national H.O.G. memberships
  - Enroll new chapter members
  - Administers annual chapter member renewal process
  - Ensure that the most current officer and chapter address information is on file with H.O.G.
  - Maintain annual Chapter Membership Enrollment Form and Release on file for each member
- Submits the following forms/reports to H.O.G.:
  - H.O.G. Chapter Charter Application (once a year, by January 31)
  - 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
- If chapter is incorporated, submits corporate state annual report to proper state office (or chapter attorney)

### **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
- Ensures injury reports are completed and faxed to Harley-Davidson Insurance when accidents occur
- 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

### **Ladies of Harley® Officer (LOH)**

**Responsibilities:**

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Encourages women members to take an active 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 organization within H.O.G. or local chapters. Ladies of Harley was established to help women become more active members of 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, organize events that may be more appealing to the LOH members, but all members must be welcome.

**Suggestions:**

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
- Ensures injury reports are completed and faxed to Harley-Davidson Insurance when accidents occur
- Acts as a guide for organized 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
- Organizes and assembles written material for the chapter
- Submits chapter events on-line at members.hog.com for listing on the Chapter Events List
- Submits chapter suggestions to the *Chapter Officer News* ®
- Informs chapter members of chapter activities by printing them in the chapter newsletter
- Work with Chapter 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 the *Chapter Officer News*, *Hog Tales* and *Enthusiast*® 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 information to members
- Educates members about the Safe Rider Skills program
- Assists the Road Captain in planning routes for chapter rides
- Assists the Road Captain in educating members about group riding techniques
- Assists the Road Captain in informing chapter members of any hand signals used by the chapter
- Assists in the collection of signed release forms
- Assists in completion of injury reports when accidents occur

**Photographer**

**Responsibilities:**

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Takes and organizes chapter photos for chapter publications, *Hog Tales* and a chapter history album



- Submits chapter photo to Hog Tales 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 national H.O.G. memberships
- Enrolls new members into chapter
- Administers annual chapter member renewal process
- Works with chapter secretary to ensure the annual Chapter Membership Enrollment Form and Release is on file for each member
- Maintain membership changes online in the Chapter Officer section of members.hog.com (requires internet accessibility)

#### **Important Deadlines**

**Dec. 1** - Due date for first quarter chapter membership report changes

**Mar. 1** - Due date for second quarter chapter membership report changes

**June 1** - Due date for third quarter chapter membership report changes

**Sept. 1** - Due date for fourth quarter chapter membership report changes

**NOTE:** When maintaining your membership report in the Chapter Officer section of members.hog.com, you do not need to send change reports to the H.O.G. office.

### **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 in Tab H of the Chapter Handbook
- Presents any potential web site information to the sponsoring dealer for approval prior to use. If the sponsoring dealer has a web site, discuss having a chapter section within the dealer's site.
- 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 sole means of chapter communication
- Organizes and assembles electronic information for the chapter
- Submits chapter suggestions to the *Chapter Officer News*®
- Informs chapter members of 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 chapter by protecting chapter members privacy by not revealing personal chapter member or private chapter information on the chapter web site. See *Marketing & Media* (Tab H).
- Submits chapter web site to H.O.G. for listing on members.hog.com and the H-D dealer locator.

**The Webmaster may:**

- Select information from the *Chapter Officer News, Hog Tales and Enthusiast*® 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”

- Organizes written accounts of chapter activities, records names of chapter officers, notes membership levels, etc.
- Organizes 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 utilized in articles for both the chapter publications and Hog Tales

### **Suggestions:**

- 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 chapter members. This adds a variety of perspectives and lightens your workload.
- Publish history submissions in the newsletter and permanently archive them in the chapter history book
- Be creative; it’s your history