

This document outlines the Job Definition of the Chapter Officers post of **Chapter Director** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Primary Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Primary Officer post of Chapter Director:

- Assists the Sponsoring Dealer in upholding the Annual Charter for H.O.G. Chapters
- Directly reports to the Dealer Principal and is required to attend Committee meetings or provide a deputy to represent the Director and hold the chair at Committee meetings.
- Responsible for managing the team of officers for running the Chapter business; this includes all of the Primary Officers and the Secondary Officers with assistance from the other Primary Officers.
- Responsible for signing the annual H.O.G. Chapter Charter Application and ensuring it is submitted correctly and on time.
- Responsible for communicating and promoting the Chapter and its activities either directly or by assisting Road Captains, Activities Officers or any other Chapter Officer.
- Responsible for promoting the Chapter with other Chapters and liaising with other Chapter Directors and H.O.G. Officers, to the benefit of H.O.G..
- Conducts Chapter meetings including the regular Committee meetings and Chapter Social Night meetings.
- Write a regular column or article for the newsletter to inform the members of the latest news about the Chapter.

This document outlines the Job Definition of the Chapter Officers post of **Assistant Director** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Primary Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Primary Officer post of Assistant Director:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Chapter Director and attends regular Committee meetings and appropriate H.O.G. meetings with the Director or as representative of the Director.
- Responsible for managing the following Secondary Officers and providing regular updates to the Committee:
 - o Ladies of Harley (LOH) Officer
 - ♣ Provide assistance to the LOH officer and help them develop their role to encourage lady members of the Chapter to take part.
 - ♣ Provide regular updates to the Committee with regard to activities and events that the LOH Officer is proposing or managing.
 - ♣ Request the LOH Officer to attend Committee meetings where appropriate or required to present to the Committee.
 - o Historian
 - ♣ Provide assistance to the Historian officer and help them record the significant events of the Chapter as they proceed. Provide assistance through the Secretary for archive documentation.
 - ♣ Provide regular updates to the Committee with regard to information presentation or information requests on behalf of the Historian
 - o Photographer
 - ♣ Provide assistance to the Photographer officer and help them develop their role.
 - ♣ Provide regular updates to the Committee on progress and statistics and records of photographs received.
 - ♣ Request the Photographer to attend Committee meetings where appropriate or required to present to the Committee.
- Responsible for assisting the Chapter Director in communicating and promoting the Chapter activities either directly or by assisting Road Captains, Activities Officers or any other Chapter Officer.
- Attending inter-Chapter events to promote the Chapter with the Chapter Director and learn about Chapter business with a goal to succeed the Chapter Director.
- Responsible for new member orientation by working alongside with the Safety Officer and Head Road Captain, to help new members become a part of the Chapter safely and in a friendly way.
- Write a regular column or article for the newsletter to inform the members of news and updates.

This document outlines the Job Definition of the Chapter Officers post of **Secretary** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Primary Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Primary Officer post of Secretary:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports into the Chapter Director and is required to attend Committee meetings or provide a deputy to represent the Secretary, to provide the Committee meeting facilitation, including controlling and circulating the Agenda, managing attendees and taking meeting minutes.
- Responsible for taking the minutes of meetings (regular Committee meetings, Activities Officer and Road Captains meetings), and providing the minutes of those meetings within a reasonable time to the Primary Officers and the attendees for approval.
- Responsible for publishing approved minutes to the archives and onto the Chapter Website where appropriate for viewing by members.
- Responsible for managing the Chapter records with relation to Membership, Release Forms and Official documentation required by H.O.G. and/or by-laws.
- Responsible for managing the Membership Officer and reporting to the Committee meetings updates and issues from the Membership Officer or requesting the Membership Officer to present at Committee meetings.
- Write a regular column or article for the newsletter to inform the members of news and updates about membership matters and correspondence.
- Routes H.O.G. correspondence to the fellow Chapter Officers and/or to the Chapter membership as appropriate.

This document outlines the Job Definition of the Chapter Officers post of **Treasurer** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Primary Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Primary Officer post of Treasurer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Chapter Director and is required to attend Committee meetings or provide a deputy to represent the Treasurer and present the regular financial statements.
- Responsible for managing and maintaining the Chapter Bank Accounts including signatories and Internet Banking tools to facilitate the receipt and withdrawal of funds as necessary for the operation of the Chapter with approval of at least two Primary Officers (including the Treasurer).
- Ensures that all receipts/payments and income/expenditure are correctly recorded in the books of account.
- Responsible for developing and maintaining annual budgets and forecasts and developing key performance indicators (“KPIs”) for demonstrating financial performance.
- Responsible for designing reports to illustrate and demonstrate Chapter financial statements for regular presentation to the Primary Officers and at Committee meetings.
- Responsible for managing the Merchandise Officer and facilitate regular stock takes to make financial statements accurate.
- Produces the annual financial statements for H.O.G. and ensures they are delivered to HOG leadership and Renegade HOG Manager on time.
- Organize and facilitate the annual audit of accounts.
- Write a regular column or article for the newsletter to inform the members of the latest financial news about the Chapter.

This document outlines the Job Definition of the Chapter Officers post of **Head Road Captain** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Discretionary Officer Post of Head Road Captain:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports into the Director.
- Managing the team of Road Captains and Ride Leaders, including:
 - o Maintaining the Ride Leaders and encouraging Chapter Members who are competent to take on a Ride Leader role.
 - o Coaching the Ride Leaders where appropriate and offer experience and guidance to help plan successful ride outs.
 - o Ensure that Ride Leaders receive appropriate H.O.G. training and safety equipment.
- Leading regular meetings with the Ride Leaders prior to the Committee meeting as a forum to discuss progress and new ideas, ready for presentation by you to the Committee.
- Report all Ride Outs and Events to the Committee for discussion that require approval by the Committee meetings, such as Tours.
- Provide a deputy to Committee meetings when you are not available to attend, with updates and actions as appropriate.
- Organize, agree and publish a full season calendar of rides that offer diversity and variety that offers something to suit all Chapter members.
- Conducts monthly New Member Orientation briefings and group riding techniques.
- Co-ordinate planning with the newsletter editor and photographer for publication in the newsletter, including advertisements and promotion for ride outs and agreed Tours.
- Write a regular column for the newsletter to keep members informed of upcoming events.

In return, the Committee will provide you with:

- Support and guidance where required.
- Lists of Chapter Members that have expressed an interest in becoming Ride Leaders.
- Assistance with meeting facilitation, either face-to-face or via telephone conferencing.
- The Secretary will take minutes of meetings.

This document outlines the Job Definition of the Chapter Officers post of **Primary Activities Officer** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Discretionary Officer Post of Primary Activities Officer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Director.
- Managing the team of Activities Officers, including:
 - o Making the selection of Chapter Members to be Activities Officers with the intention of taking on an activity to manage and see through to completion with the support of yourself and the Committee.
 - o Managing the Event Sub Committees.
 - o Coaching new Activities Officers in how to manage and organize their events.
- Leading regular meetings with the Activities Officers, prior to the Committee meeting, as a forum to discuss progress and new ideas, ready for presentation by you to the Committee.
- Appoint and monitor an event's organizer and/or sub-committee for each event as appropriate.
- Organize, agree and publish a calendar of events that offer diversity and variety that offers something to suit all Chapter members.
- Report all Events and Activities requests to the Committee for discussion and approval at the Committee Meeting.
- Ensure that each event operates with and within an agreed financial budget in co-ordination with the Treasurer.
- Ensure that a risk assessment is carried out for each planned event.
- Provide a deputy to Committee Meetings when you are not available to attend, with the above updates and progress reports.
- Co-ordinate with the newsletter editor and photographer for publication in the newsletter advertisements and promotion for agreed events and activities.
- Write a regular column for the newsletter to keep members informed of upcoming events.

In return, the Committee will provide you with:

- Support and guidance where required.
- Lists of Chapter Members that have expressed an interest to help with event planning or execution.
- Assistance with meeting facilitation, either face-to-face or via telephone conferencing.
- The Secretary to take minutes of Activity Officers meetings.

This document outlines the Job Definition of the Chapter Officers post of **Safety Officer** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Discretionary Officer Post of Safety Officer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports into the Director.
- Assists the Head Road Captain and the Primary Activities Officer with the:
 - o Development of training programs or encouragement for Chapter members to take training programs to improve riding skills.
 - o Education of Chapter members about group riding skills and techniques including those adopted by our Chapter.
 - o Organization and execution of New Members Days and/or New Riders Days.
- Collate and maintain details of incidents and collisions that take place on Chapter ride out and events, taking report forms from Ride Leaders and reporting details to the Committee and to H.O.G. as appropriate.
- Report on progress and updates to the Committee meeting.
- Write a regular column for the newsletter to keep members informed of safety tips, riding skills programs and Chapter safety information.

This document outlines the Job Definition of the Chapter Officers post of **Editor** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Committee Post of Editor:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports into the Assistant Director.
- Work with all Committee officers to obtain information required to be included in the newsletter including regular columns and articles and provide reminders of submission deadlines.
- Work with assistant editors who will be used to check spelling, grammar and content of submissions to the newsletter.
- Compile newsletter articles with photographs and work with the Photographer to obtain photographs.
- Provide a proof of the newsletter to the Primary Officers and the Dealer Principal with sufficient time to review and approve the content, before going into final production in time for delivery to members.
- Oversee the production of the newsletter both electronically and in print (outsourced if necessary) and with external printing companies, to ensure timely final production and delivery of newsletter to the chapter members.
- Report on progress and updates to the Committee meeting.
- Write a short Editor's column in the newsletter.

This document outlines the Job Definition of the Chapter Officers post of **Primary Membership Officer** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Discretionary Officer of Primary Membership Officer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Assistant Director and is not required to attend Committee meetings unless requested to do so by the Assistant Director or Chapter Director.
- Responsible for working alongside the Treasurer to ensure membership payments are made and that Membership records are updated accordingly and that members are valid members of H.O.G. at the time of application or renewal.
- Keeps the H.O.G. membership records updated regularly in line with the Chapter Membership records and works with the Secretary to keep Chapter records updated.
- Contacts non-renewing members and responds to enquiries from existing and prospective members to maximize the number of Chapter members.
- Ensures that membership cards and packs are sent to all new and renewing members.

This document outlines the Job Definition of the Chapter Officers post of **Merchandise Officer** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Discretionary Officer of Merchandise Officer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Treasurer and is not required to attend Committee meetings unless requested to do so by the Treasurer or the Chapter Director.
- Responsible for maintaining and controlling the Chapter Name, Number and Logos (“Marks”) and the H.O.G. name and logos on Chapter and non-Chapter merchandise.
- Manage ideas for merchandise from conception to production, working with the Treasurer and the Committee to bring ideas within budget, and that are saleable to the membership.
- Places orders for merchandise with approved suppliers with the permission of the Treasurer.
- Receives and track stock on hand and in store and feeds the regular inventory information to the Treasurer.
- Responsible for holding stock securely and providing stock for sale at various events and meetings.

This document outlines the Job Definition of the Chapter Officers post of **Ladies of Harley (LOH) Officer** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Discretionary Officer Post of Ladies of Harley (LOH) Officer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Assistant Director and is not required to attend Committee meetings unless requested to do so by the Assistant Director or the Chapter Director.
- Co-ordinates with the Assistant Director, Primary Activities Officer and Head Road Captain for assistance with planning and execution of events aimed at raising awareness of Ladies of Harley or events more appealing to the lady members of the Chapter.
- Encourages lady members of the Chapter to take an active part in the Chapter.
- Answers questions about the Ladies of Harley program and informs members of Ladies of Harley benefits and activities.
- Write a regular column or article for the newsletter to inform the members and Ladies of Harley about updated and upcoming events.

This document outlines the Job Definition of the Chapter Officer post of **Historian** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Committee Post of Historian:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Assistant Director and is not required to attend Committee meetings unless requested to do so by the Assistant Director or the Chapter Director.
- Working with the other Chapter Officers, takes a written record of Chapter activities, events and names of Chapter officers plus levels of Chapter membership throughout the year.
- Work with the Photographer to add photographs of events to the archives.
- Researches and maintains records of the Chapter history in the Chapter archives and may keep a hard copy on file in the sponsoring dealership.
- Provide regular articles to the newsletter based on historic events of the Chapter or points in time from the archives.

This document outlines the Job Definition of the Chapter Officer post of **Photographer** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Committee Post of Photographer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Assistant Director and is not required to attend Committee meetings unless requested to do so by the Assistant Director or the Chapter Director.
- Takes photographs at rides, rallies, meetings and events where members are in attendance.
- Manages the Picture Desk for all members that provide photos and includes:
 - o Receiving photographs from members to the Photographer mailbox.
 - o Editing and adjusting images to make them suitable for print and for the web.
 - o Making available photographs from all sources, including yourself, for the editor of the newsletter and to the webmaster and for publications, such as the Membership Pack and inter-chapter communications.
- Co-ordination with the Editor and Webmaster on providing photos for stories.

This document outlines the Job Definition of the Chapter Officers post of **Webmaster** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Committee Post of Webmaster:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Assistant Director and is not required to attend Committee meetings unless requested to do so by the Assistant Director or the Chapter Director.
- Manages the Chapter social media presence with the assistance of the Activities Officer, LOH Officer, Photographer, Historian, and Editor.

This document outlines the Job Definition of the Chapter Officers post of **Sergeant-At-Arms** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Committee Post of Sergeant-At-Arms:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Director and is not required to attend Committee meetings unless requested to do so by the Assistant Director or the Chapter Director.
- Be at the door of the meeting place to welcome members and visitors.
- Maintain order of the meeting and ensure that members and visitors conduct themselves in an appropriate manner.
- Leads the Pledge of Allegiance at all social events.
- Conducts the gift raffle, the Quarter Jar drawing, and the 50/50 raffle.

This document outlines the Job Definition of the Chapter post of **Chaplain** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Committee Post of Chaplain:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Sergeant-At-Arms and is not required to attend Committee meetings unless requested to do so by the Assistant Director or the Chapter Director.
- Conducts opening prayers/blessings at all meetings as appropriate.
- Conducts Blessings of the Bikes as requested.
- Informs the Chapter membership of Compassionate Care matters as they arise.
- Coordinates Compassionate Care activities as necessary.

This document outlines the Job Definition of the Chapter Officer post of **FOOD TEAM OFFICER** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Discretionary Officer post of Food Team Officer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Activities Officer and is not required to attend Committee meetings unless requested to do so by the Assistant Director or the Chapter Director.
- Coordinates the monthly social event food theme.
- Coordinates the membership food events throughout the year as requested by the Leadership Team.

This document outlines the Job Definition of the Chapter Officer post of **FUNDRAISING OFFICER** for the Ozark Mountain H.O.G. Chapter. The following responsibilities are assumed for all Chapter Officer Roles:

- Promotes H.O.G. and the Chapter to potential members.
- Informs Chapter members of H.O.G. programs and benefits.

Duties of the Discretionary Officer Post of Fundraising Officer:

- Assists the Sponsoring Dealer and Chapter Director in upholding the Annual Charter for H.O.G. Chapters.
- Directly reports to the Treasurer and is not required to attend Committee meetings unless requested to do so by the Assistant Director or the Chapter Director.
- Coordinates the various fundraising activities and charity activities throughout the year as requested by the Leadership Team.