

Basic Officer Duties and Responsibilities

Primary Officers Positions

Director	Secretary
Assistant Director	Treasurer

Discretionary Officers Positions

Membership Officer	Activities Officer
Ladies of Harley (LOH)	Editor
Volunteer Officer	Senior Road Captain
Lead Road Captain	Safety Officer
Photographer	Historian
Webmaster	

Director

- 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 HOG Chapter and implementation of Harley Owner Group policies
- Promotes H.O.G. and H.O.G. chapter to potential members
- Conducts chapter meetings
- Coordinates chapter officer responsibilities
- Ensures that risk management requirements set forth by Chapter insurance program, including procurement of necessary release forms, are met for all chapter activities
- Routes HOG correspondence to fellow officers and membership as requested

Assistant Director

- 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
- Inform the 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

- Assists the sponsoring dealer and chapter director in upholding the "Annual Charter for H.O.G. Chapters"
- Collects chapter dues
- Manages all chapter funds
- Oversees the preparation of chapter Federal, State, and Local tax returns
- Reports financial transactions to members monthly
- Ensures that any charitable contributions are managed according to H.O.G. guidelines
- Maintains a running comparison of the current year chapter finances with prior year chapter finances for presentation at Annual Meeting

Secretary

- 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 member ship officer position to:
 - Ensures that chapter members have current national H.O.G. memberships
 - Enrolls new members into chapter
 - 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 required forms / reports to H.O.G.

Sr. Road Captain

- 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 inform of all H.O.G. programs
- Educates chapter members about group riding techniques
- Inform 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

Safety Officer

- Assists the sponsoring dealer and chapter director in upholding the "Annual Charter for H.O.G. Chapters"
- Provides Motorcycle Safety Foundation information to all members
- Educates members about Safe Rider Skills Program
- Assists Sr. Road Captain in planning routes for chapter rides
- Assists Sr. Road Captain in educating members about group riding techniques
- Assists Sr. 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

Membership Officer

- 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

Activities Officer

- Assists the sponsoring dealer and chapter director in upholding the "Annual Charter for H.O.G. Chapters"
- Oversees the administration of chapter events

Volunteer Officer

- Recruits and instructs volunteers for chapter activities
- 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 help, notify the members who showed a special interest

Ladies of Harley Officer (LOH)

- 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 LOH program

- Inform members of LOH activities
- Coordinates LOH chapter activities

Editor

- 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
- Organizes and assembles written material for the chapter
- Informs chapter members of chapter activities by printing them in the chapter newsletter
- Promotes HOG's fun, family-orientated philosophy in all chapter publications

Photographer

- Assists the sponsoring dealer and chapter director in upholding the "Annual Charter for H.O.G. Chapters"
- Takes chapter photos for chapter publications, and a chapter history album
- Submits chapter photo for publications when requested

Historian

- 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.

Web Master

- Assists the sponsoring dealer and the 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 Director for approval prior to use
- 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 communications
- Organizes and assembles electronic information for the chapter
- 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 member or private chapter information on the chapter web site.

Lead Road Captain

- Assists the sponsoring dealer and chapter director in upholding the "Annual Charter for H.O.G. Chapters"
- Assists Sr. Road Captain in planning routes for chapter rides
- Assists Sr. Road Captain in educating members about group riding techniques
- Assists Sr. Road Captain in informing chapter members of any hand signals used by the chapter
- Assists in keeping the chapter inform of all H.O.G. programs
- Inform members of any hand signals used by the chapter on group rides
- Acts as a guide for organized chapter rides

These are only the basics of each job. In addition to what is listed, most of the officers submit articles to be printed monthly in the chapter newsletter. In all positions, a computer is handy, but not a requirement.