

CHAPTER OFFICER DUTIES

FROM HOG CHARTER

DIRECTOR

Responsibilities:

- Works with the Sponsoring Dealer to uphold the “Annual License 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 License Application and ensures it is received in H.O.G. office by 31 December.
- 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.
- Conducts officer meetings
- Oversees annual officer elections
- Coordinates chapter officer responsibilities.
- Ensures that risk management requirements pertaining to the Chapter, including procurement of necessary release forms are met for all chapter activities.
- *Verifies that chapter T-shirt 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.
- ***Have needed information put on chapter website***