

# CHAPTER OFFICER DUTIES

## FROM HOG CHARTER

### MERCHANDISER

Responsibilities:

- Assists the sponsoring dealer and chapter director in upholding the “Annual Charter for H.O.G. Chapters”
- Orders HOG Chapter generic merchandise and clothing available from the National HOG Merchandise Supplier as instructed
- Orders HOG Chapter #2023 identity labeled merchandise and clothing available from the National HOG Merchandise Supplier as instructed
- ***Creates and Maintains an accurate inventory listing of all HOG items in the chapter’s supply room showing Cost, Selling Price, Quantity On Hand, Item Picture and Description***
- Provides a report of needed items to maintain chapter inventory
- Suggests new items for possible sale by chapter.
- ***Gives the inventory list to the webmaster to be posted on the chapter website***
- Generates a monthly sold items list and gives list and the funds collected for the sold items to the Treasurer
- ***The sold items list will be passed on to the webmaster to update the items available list on the chapter website***
- Assists the Director with the semi-annual inventory audit of the chapter’s supply room