

CHAPTER OFFICER DUTIES

FROM HOG CHARTER

SECRETARY

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the “Annual License 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 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 License Application (once a year, by 31 December).
 - 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.
- Submits corporate state annual report to proper state office (or chapter attorney), if applicable.
- ***Have needed information put on chapter website***