

CHAPTER OFFICER DUTIES

FROM HOG CHARTER

TREASURER

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the “Annual License for H.O.G. Chapters”.
- Collects and Manages all chapter funds.
- Oversees the preparation of chapter federal, state and local tax returns where applicable.
- Reports financial transactions to members monthly.
- Submits the annual financial statement to H.O.G. (by 31 December).
- Ensures that any charitable contributions are managed according to H.O.G. guidelines.
- Maintains a running comparison of current year chapter finances with prior year chapter finances for presentation at Annual Meeting.
- Oversees the purchase and sale of chapter merchandise
- Audits chapter merchandise inventory
- ***Have needed information put on chapter website***