

CHAPTER OFFICER DUTIES

FROM HOG CHARTER

WEBMASTER

Responsibilities:

- Assists the Sponsoring Dealer and Chapter Director in upholding the “Annual License for H.O.G. Chapters”.
- ***Authors, edits and updates the chapter web site.***
- ***Follows Internet requirements.***
- Presents any potential web site information to the Sponsoring Dealer for approval prior to use. If the Sponsoring Dealer has a home page, discuss linking the chapter home page to the Dealer’s home page.
- 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 communication.
- 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 by protecting chapter members privacy by not revealing personal chapter member or private chapter information on the chapter web site.***
- Submits chapter web site to H.O.G. for listing on <http://members.hog.com> and the h-d dealer locator.

The Webmaster may:

Select information from the Chapter Officer News and HOG® magazine and reprint it on the chapter web site.