
JOB DESCRIPTIONS



Responsibility:



All Officers

This Section Reveals:

- The major tasks and responsibilities assigned to the sponsoring Retailer and each Chapter Officer
- General information about Primary Officer Training
- Suggestions on encouraging members to become Officers

Introduction



Assuming leadership of a H.O.G.[®] Chapter is a large responsibility. Your Chapter members expect you to take care of Chapter business so they can have fun. Other Chapter officers rely on you to follow through with your specific duties. Your sponsoring Retailer relies on you to keep things running smoothly. Harley Owners Group[®] trusts you to follow the charter. And everyone is counting on you to provide a safe, social environment for H.O.G.[®] members to get together, have fun and ride. It's no small task.

The job descriptions in this handbook list H.O.G.[®]'s basic expectations, including specific reference to what is required of the sponsoring Retailer and Chapter Officers in the "Annual Charter for H.O.G.[®] Chapters." Any other tasks you take on, as an Officer should serve to make participation in the Chapter more fun, not more work!

The following details the major duties assigned to the sponsoring Retailer and each Chapter Officer. **The icons next to each job description appear throughout the handbook to let you know who is responsible for what.**

Important Dates to Remember



December 31

- Due date for Executive List (Charter Application) prepared and signed by Chapter Director and sponsoring Retailer. Annual Financial Statement prepared by Treasurer and signed by the sponsoring Retailer. Membership List prepared by Secretary and Membership Officer

March 31

- Due date for second quarter Chapter membership list report changes (Secretary/Membership Officer)

June 30

- Due date for third quarter Chapter membership list report changes (Secretary/Membership Officer)

July 31

- Due date for interim Financial Statement (Treasurer)

September 30

- Due date for fourth quarter Chapter membership list changes (Secretary/Membership Officer)

Insurance Form Deadlines

- If your Chapter requires event insurance in addition to the H.O.G.[®] Chapter General Liability and Event Insurance policy, appropriate forms must be received at AON Reed Stenhouse office **at least six weeks prior** to the Chapter event date (see Tab F, Chapter Business - Chapter Insurance Program)



Sponsoring Retailer



Each H.O.G.[®] Chapter must be sponsored by an authorized Harley-Davidson[®] Retailer.

Responsibilities:

- Promotes H.O.G.[®] and the H.O.G.[®] Chapter to potential members
- Abides by the “Annual Charter for H.O.G.[®] Chapters” and all H.O.G.[®] operating policies
- Ensures that the Chapter operates in accordance with the “Annual Charter for H.O.G.[®] Chapters” and H.O.G.[®] operating policies
- Signs annual H.O.G.[®] Chapter Charter Application and ensures it is received in the H.O.G.[®] office by December 31
- Approves all Chapter publications
- Places Chapter custom t-shirt orders
- Approves any local Chapter by-laws (along with H.O.G.[®] Canada)
- Contacts H.O.G.[®] Canada and the Regional Director prior to disbanding a Chapter
- Contacts H.O.G.[®] Canada and the Regional Director prior to starting a Chapter
- Approves all fund-raisers

The Sponsoring Retailer may:

- Determine how the Chapter Officers are chosen and the length of their term
- Suspend or revoke membership to the local Chapter
- Rescind Chapter sponsorship at their discretion
- Establish Chapter dues in accordance with the charter
- Assume any, or all, Officer positions

➔ See Also:

The Charter - Entire charter, especially Articles II, IV, V, VI, XI and XVI

The Handbook - Tabs B, F and G

December 31 –Due date for the Executive List (H.O.G.[®] Chapter Charter Application) Financial Statement and Membership List (Retailer, Director, Treasurer, Secretary/Membership Officer)



Director



Responsibilities:

- Works with the sponsoring Retailer to uphold the “Annual Charter 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 Executive List (H.O.G.® Chapter Charter Application) and ensures it is received in H.O.G.® office by December 31
- Promotes H.O.G.® and the H.O.G.® Chapter to potential members
- Conducts Chapter meetings
- Coordinates Chapter Officer responsibilities
- Ensures that risk management requirements set forth by the Chapter Insurance program, 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 Retailer
- Routes H.O.G.® correspondence to fellow Officers and to membership, as requested

➔ See Also:

The Charter - Entire charter, especially Articles I, V, X and XI

The Handbook - Tabs B, F and G

Important Deadlines

December 31 – Due date for the Executive List (H.O.G.® Chapter Charter Application) Financial Statement and Membership List due in H.O.G.® office (Retailer, Director, Treasurer, Secretary/Membership Officer)



Assistant Director



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Assists the Director as requested
- Promotes H.O.G.® and the H.O.G.® Chapter to potential members
- Informs Chapter members of H.O.G.® programs and benefits. The following officers should assist you in this function:
 - L.O.H.® Officer - Ladies of Harley program and L.O.H.® Motorcycling Memories contest
 - Safety Officer - Motorcycle safety programs and Safe Rider Skills program
 - Photographer - Staff Photographer pin
- Conducts new member orientation
- Acts as the liaison between the Chapter and the Provincial Rally Committee

➔ See Also:

The Charter - Entire charter, especially Articles I, V, VI, VIII and XVI

The Handbook - Tabs B, D, F, H and J



Treasurer



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Collects Chapter dues (no more than \$30 per member per year)
- Manages all Chapter funds
- Reports financial transactions to members monthly
- Submits the interim financial report to H.O.G.® (July 31) and the annual financial statement to H.O.G.® (by December 31)
- 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

➔ See Also:

The Charter - Entire charter, especially Articles V, VII, XIII and XVI

The Handbook - Tabs B, F and G

Important Deadlines

July 31– Due date for Interim Financial Statement

December 31- Due Date for Annual Financial Statement



Secretary



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter 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 national 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.®:
 - The Chapter Executive List (H.O.G.® Chapter Charter Application) once a year, by December 31)
 - 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

➔ See Also:

The Charter - Entire charter, especially Articles V, VI and XVI

The Handbook - Tabs B, D, F, G and H



Secretary



Important Deadlines

December 31 - Due date for Executive List, Financial Statement and Chapter Membership List (sponsoring Retailer, Director, Treasurer, Secretary)

March 31 - Due date for second quarter Chapter membership list report changes (Secretary/Membership Officer)

June 30 – Due Date for third quarter Chapter membership list report changes (Secretary/Membership Officer)

July 31 - Due date for interim financial statement (Treasurer)

September 30 – Due Date for fourth quarter Chapter membership list report changes (Secretary/Membership Officer)



Activities Officer



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Oversees the administration of Chapter events
- Recruits and instructs volunteers for Chapter activities

Suggestion: Survey Chapter members on the types of activities that interest them and ask if they are willing to volunteer. If and when those activities are held, notify the members who showed a special interest

- Ensures that all insurance concerns and requirements are met for Chapter events
- Oversees the collection of appropriate release forms for Chapter events
- Assists the Director and Secretary with the implementation of the Risk Management program, including procurement of insurance and release forms

➔ See Also:

The Charter - Entire charter, especially Articles I, V, VIII and XVI

The Handbook - Tabs B, E, F, H and I

Important Deadlines

Insurance Forms - If your Chapter requires event insurance in addition to the H.O.G.® Chapter General Liability and Insurance policy, appropriate forms must be received at AON Reed Stenhouse office **at least six weeks prior** to the Chapter event date



Ladies of Harley® Officer (L.O.H.®)



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Encourages women members to take an active part in the Chapter
- Answers questions about the Ladies of Harley® program
- Informs members of L.O.H.® benefits and activities
- Coordinates L.O.H.® Chapter activities

Remember

Ladies of Harley® is another benefit of membership, not a separate organization within H.O.G.® or local Chapters. Ladies of Harley® was established to help women become more active members of H.O.G.® and their existing local Chapter. You cannot open a separate Ladies of Harley® Chapter nor offer activities exclusive to L.O.H.® members. You can, of course, organize events that may be more appealing to the L.O.H.® members but all members must be welcome.

Suggestions:

More women than ever before are enjoying the sport of motorcycling. With your help, Ladies of Harley® will continue to serve members’ needs in the future. Remember, many times, people who are not familiar with motorcycling may not feel comfortable attending meetings. Form a “welcoming committee” for new members to make them feel right at home.

➔ See Also:

The Charter - Entire charter, especially Articles I, V and XVI
The Handbook - Tabs B, D, H and I



Road Captain



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”

- Assists in planning routes for Chapter rides

- Assists in keeping the Chapter informed of all H.O.G.® programs

- Educates Chapter members about group riding techniques

- Informs Chapter members of any hand signals used by the Chapter on group rides

- Assists in obtaining signed release forms for Chapter rides

- Acts as a guide for organized Chapter rides

➔ See Also:

The Charter - Entire charter, especially Articles I, V and XVI
The Handbook - Tabs B, D, E and I



Editor



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Authors, edits and facilitates the distribution of Chapter publications, including the Chapter newsletter
- Presents any Chapter publications (written, electronic, oral, etc.) to the sponsoring Retailer for approval prior to their use
- Organizes and assembles written material for the Chapter
- Submits (to Webmaster’s responsibilities) Chapter events on-line at members.hog.com for listing on the Chapter Events List
- Informs Chapter members of Chapter activities by printing them in the Chapter newsletter
- Work with Chapter Web Master to ensure the same information is being communicated to all Chapter members.
- Promotes H.O.G.’s® fun, family-oriented philosophy in all Chapter publications
- Sends a copy of all publications to the H.O.G.® office

The Editor may:

- Select information from the *Hog Tales*®, *Tales from the Road*® and *Enthusiast*® and reprint it in the Chapter newsletter.

➔ See Also:

The Charter - Entire charter, especially Articles I, V, IX, X and XVI

The Handbook - Tabs B, F and H



Safety Officer



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Provides Motorcycle Safety Foundation information to members
- Educates members about the Safe Rider Skills program
- Assists the Road Captain in planning routes for Chapter rides
- Assists the Road Captain in educating members about group riding techniques
- Assists the Road Captain in informing Chapter members of any hand signals used by the Chapter
- Assists in the collection of signed release forms

➔ See Also:

The Charter - Entire charter, especially Articles I, V and VIII

The Handbook - Tabs B, D, E and I



Photographer



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Takes and organizes Chapter photos for Chapter publications, Tales from the Road® and a Chapter history album
- Submits Chapter photo to Tales from the Road® when requested

➔ See Also:

The Charter - Entire charter, especially Articles I and V

The Handbook - Tabs B, D and H



Public Relations Officer



Responsibilities

- Assist the sponsoring Retailer and Chapter Director in upholding the “Charter for H.O.G.® Chapters”
- Promotes H.O.G.® and the H.O.G.® Chapter to potential members
- Inform new Chapter members of H.O.G.® programs and benefits

The following Officers should assist you in this function:

- L.O.H.® Officer – Ladies of Harley® program and L.O.H.® Motorcycling Memories contest
- Safety Officer – Motorcycle safety programs and Safe Rider Skills program
- Road Captain –Roadside Assistance Program
- Conduct new member orientation with the Assistant Director
- Act as the liaison between the Chapter and the Community

➔ See Also:

The Charter

Entire charter, especially Articles: 1,V, V1, V111 and XV1

The handbook

Tabs B, D, F, H and J



Membership Officer



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Ensures that Chapter members have current national H.O.G.® memberships
- Enrolls new members into Chapter
- Administers annual Chapter member renewal process
- Works with Chapter Secretary to ensure the annual Chapter Membership Enrollment Form and Release is on file for each member

➔ See Also:

The Charter - Entire charter, especially Articles V, VI, XVI

The Handbook - Tabs B, D and F

Important Deadlines

December 31 –Due date for first quarter Chapter Membership List report changes

March 31 - Due date for second quarter Chapter Membership list report changes

June 1 - Due date for third quarter Chapter membership list report changes

September 30 - Due date for fourth quarter Chapter Membership List report changes



Web Master



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Authors, edits and updates the Chapter web site
- Follows Internet guidelines in Section H of the Chapter Handbook
- Presents any potential web site information to the sponsoring Retailer for approval prior to use. If the sponsoring Retailer has a home page, discuss linking the Chapter home page to the Retailer’s
- 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 member’s privacy by not revealing personal Chapter member or private Chapter information on the Chapter web site. See section H.
- Submits Chapter web site to H.O.G.® for listing on hog.com and the Harley-Davidson® Retailer locator.
- Ensure Chapter Newsletter is *password protected* if on website.

The Web Master may:

- Select information from the *Hog Tales®*, *Tales from the Road®* and *Enthusiast®* and reprint it on the Chapter web site.

➔ See Also:

The Charter - Entire charter, especially Articles I, V, IX, X, and XVI

The Handbook - Tabs B, F and H



Historian



Responsibilities:

- Assists the sponsoring Retailer and Chapter Director in upholding the “Annual Charter for H.O.G.® Chapters”
- Organizes written accounts of Chapter activities, records names of Chapter officers, notes membership levels, etc.
- Organizes photos of Chapter activities, officers, members, etc.

The Historian may want to:

- Work with the Chapter Photographer or other members to assemble a collection of photos and materials that document the life of the Chapter
- Create a permanent history of the Chapter that can be stored in a “Chapter Library” at the Retailer’s
- Assemble historic material that may be utilized in articles for the Chapter publications, Hog Tales® and Canadian Hog Tales®

Suggestions:

- Occasionally, do a one, two or five-year “on this date” feature in the Chapter publication
- Display the Chapter history book at as many Chapter events as possible
- Seek articles and photos from Chapter members. This adds a variety of perspectives and lightens your workload
- Publish history submissions in the newsletter and permanently archive them in the Chapter history book
- Be creative; it’s your history

➔ See Also:

The Charter - Entire charter, especially Articles I, V and X

The Handbook - Tabs B and H

Primary Officer Training



Primary Officer Training (P.O.T.) was created in 1995 to help Chapter Officers excel at their duties. Each year, P.O.T. takes a more focused look at some of the topics covered in this handbook. Aimed at Chapter Directors, Assistant Directors, Secretaries, Treasurers and Sponsoring Retailers, P.O.T. is H.O.G.'s® one chance each year to get important, timely information directly to the local Chapter leadership.

As a forum where Chapter Officers from all over the country get together and receive communication directly from National H.O.G.®, P.O.T. includes both formal training and plenty of time for informal networking. Regional Directors are present at the training to answer your questions and catch up on the news in your region.

Training topics have included Liability and Risk Management, Chapter Financial Management and Volunteer Management. As the needs and concerns of Chapter Officers evolve, so does the curriculum at P.O.T.

Attending P.O.T.

Each year, P.O.T. is announced by a direct mail invitation. Dates and registration information are printed and distributed in plenty of time for you to plan a trip to the exciting P.O.T. location. It's very important that Primary Officers and sponsoring Retailers attend this training if at all possible.