

Delmarva Chapter

Chapter Officer Duties and Responsibilities

Director: shall uphold the H.O.G. Chapter Charter, conduct Chapter meetings, and coordinate Chapter officer responsibilities.

Works with the sponsoring dealer to uphold the HOG Charter and operating policies.
Assumes overall responsibility for the administration of the HOG Chapter and implementation of Harley Owner Group policies.
Ensures that risk management requirements set forth by chapter insurance program, including procurement of necessary release forms, are met for all chapter activities.
Routes HOG correspondence to fellow officers and membership as necessary

Assistant Director: shall be responsible for promoting membership, membership orientation, membership retention, and keeping the Chapter members informed of H.O.G.® programs.

Assists the Director as needed
Acts as the liaison between the chapter and the state rally committee

Treasurer: shall be responsible for collecting and disbursing Chapter funds, reporting financial transactions to sponsoring Dealer / Retailer / H.O.G. Manager on a monthly basis, compliance with all revenue recording and reporting requirements.

Manages all chapter funds
Oversees the preparation of chapter Federal, State, and Local tax returns
Reports financial transactions to members monthly

Secretary: shall be responsible for administering and maintaining meeting minutes, annual reports, membership reports on members.hog.com, insurance and legal documentation, event releases, and enrollment releases. These permanent records shall be kept at the sponsoring Dealership / Retail Store

Oversees the administrative needs of the chapter
Ensures that all insurance requirements are met
Submits various reports to HOG

H.O.G. Manager: The H.O.G. Manager must be a Dealership/Retail Store employee designated by the sponsoring Dealer/Retailer.

The sponsoring Dealer/Retailer/H.O.G. Manager may determine how Chapter officers are selected and terms of service.
The sponsoring Dealer/Retailer/H.O.G. Manager may remove any officer from office at the Dealer/Retailer's sole discretion.
The sponsoring Dealer/Retailer/H.O.G. Manager has the authority to require the Chapter to perform to the sponsoring Dealer's/Retailer's standards or vision.

Membership Officer: assists the Chapter secretary in the Chapter membership duties.

Ensures that chapter members have current National HOG memberships
Maintains membership enrollment and release forms on file for each member

Activities Officer: assisting in planning and administering Chapter events.

- Recruits and instructs volunteers for chapter activities
- Ensures all insurance requirements are met for chapter events
- Oversees collection of release events for chapter events

Ladies of Harley Officer (LOH): encourages women members to take an active part in Chapter activities.

- Answers questions about the LOH program
- Informs members of LOH activities
- Coordinates LOH chapter activities

Road Captain: assists in the planning of routes for Chapter rides

- Educates chapter members about group riding techniques
- Informs members of any hand signals used by the chapter on group rides
- Acts as a guide for organized chapter rides

Editor: assembling and organizing all forms of Chapter communications. Ensures all forms of Chapter communications are approved by the sponsoring Dealer / Retailer / H.O.G. Manager before publication or distribution.

- Authors, edits, and facilitates the distribution of chapter publications
- Informs chapter members of chapter activities by printing them in the chapter newsletter
- Promotes HOG's fun, family-orientated philosophy in all chapter publications
- Sends a copy of all publications to the HOG office

Safety Officer: provides Chapter members with information relating to the availability of rider training

- Provides Motorcycle Safety Foundation information to all members
- Educates members about Safe Rider Skills Program
- Assists road captain in planning routes for chapter rides
- Assists road captain in educating members about group riding techniques
- Assist road captain in informing chapter members of any hand signals used by the chapter
- Assists in the collection of signed release forms

Photographer: obtains and organizes Chapter images for use in Chapter communications and Chapter history.

- Organizes photos of chapter activities, officers, members, etc.

Historian: prepares and maintains an account of the history of the Chapter

- Organizes written accounts of chapter activities, records names of chapter officers, notes membership levels, etc.

Webmaster: assembles and organizes material for the Chapter web site, social media sites (if applicable), and obtains approval from the sponsoring Dealer / Retailer / H.O.G. Manager before publication. Chapter web site and social media sites must comply with the H.O.G.® Chapter Internet Guidelines.

The position of Webmaster does require a computer, internet access, and web page editing software. The software required is:

1. Visual Studio Community 2019 (Free)
2. SQL Server Express ver: 2017 (Free)
3. JAlbum for creating the photo albums (standard version approx. \$49.00)
4. JPEGMini for reducing the file size of the photos (standard version approx. \$39.00)
5. Adobe Acrobat Standard or MS Word (For creating PDF Files)

The computer should be Windows10 Pro, I-5 processor, 8 GIGs of memory, 60GIGs of available hard drive space and at minimum a 7200RPM hard drive (SSD hard drive would be better)

Also, the webmaster must be willing to initially assume all the financial obligations and responsibilities required to maintain and service the existing web site, then forward all of the web site charges and/or fees to the Treasurer - for reimbursement.

A good variety of software titles and experience in usage of the internet, programming, SQL Server, word processing, photo manipulation, etc. will be of great use maintain the web site and with the occasional converting and editing that may be required to process e-mail, attachments, and photos for usage within the web site.

* * * * *

The descriptions in bold are taken directly from the H.O.G. Chapter Charter. The additional officer descriptions were developed from duties traditionally performed in our chapter. These are only the basics of each job. In addition to what is listed, most of the officers submit articles to be printed monthly in the chapter newsletter. In all positions, a computer is handy, but not a requirement.