



Livermore Harley Owners Group Officer Job Descriptions

****Primary Officers:** (As designated by National HOG)

Director: The Chapter Director shall be the principal officer of the local Chapter
(Appointed by the Sponsoring Dealer)

- A. Assumes overall responsibility for the administration of the Chapter and implementation of HOG policy.
- B. Preside at meetings of the Chapter
- C. Appoint and direct committee chairpersons
- D. Coordinates Chapter officer responsibilities.
- E. Preside as Chairperson of the Board of Directors (BOD)
- F. Bring to the attention of the local Chapter, all pertinent information from the sponsoring organization
- G. Sign checks, with the treasurer for disbursement of funds, as necessary
- H. Supervise the coordination and scheduling of all Chapter events
- I. Foster the positive atmosphere required to promote Chapter growth
- J. Assign duties and responsibilities to members, as necessary to further the interest of this chapter
- K. Act as the chapter liaison to the Sponsoring Dealer

****Assistant Director:**

- A. Serve as a Board of Directors member (BOD)
- B. Perform the duties of the Director in the absence of the Director.
- C. Serve in such capacities as assigned by the Director.
- D. Keep membership informed of H.O.G. programs and benefits.
- E. Act as liaison for State H.O.G. Rally.

****Secretary:**

- A. Serve as a Board of Directors member (BOD)
- B. Take and record accurate minutes of the proceedings of all monthly Chapter meetings and all board of director meetings of the Chapter.
- C. Preserve in a permanent file, all records and letters of value to the chapter and its officers, including meeting minutes.
- D. Manage all written communication to and as designated by National HOG.

****Treasurer:**

- A. Serve as a Board of Directors member (BOD).
- B. Have charge of all monies of the local chapter and shall report thereon at all meetings
- C. Pay all bills upon authorization of the director and/or the board of directors
- D. Keep an itemized record, in a permanent file, of all receipts and expenditures.
- E. Deliver to the successor, within 30 days after expiration of term of office, all books, records, and papers pertaining to the chapter
- F. Provide financial reports to the director on a regular basis
- G. Provide biannual financial reports, in writing, to the sponsoring organization, on January 30 and July 30 respectively

Board of Directors Officers (BOD): (As designated by our Sponsoring Dealer (SD) and current BOD members. Incoming BOD may initiate changes with SD approval)

Activities Chairperson/Ladies of Harley:

- A. Serve as a Board of Directors member (BOD)
- B. Manage the Chapter's Ladies of Harley organization within the guidelines set forth by the Sponsoring Dealer, BOD and the National HOG organization.
- C. Manage all Chapter raffles/events.
- D. Make recommendations for use of raffle revenues to the BOD
- E. Create, plan, and manage special Chapter/LOH events.
- F. Present ideas, suggestions, and budgets for Chapter/LOH events to the BOD.
- G. Work with the Membership Chairperson on "New Member Orientation"

Head Road Captain:

(Appointed by the Sponsoring Dealer)

- A. Serve as a Board of Directors member (BOD)
- B. Responsible for maintaining the "Road Captain Guideline"
- C. Responsible for the recruitment, selection, and management of all Road Captains
- D. Supervise and coordinate the Road Captain evaluation/selection program with the Director
- E. Supervise and coordinate the Road Captains for rides and events
- F. Develop the Chapter ride/event schedule

Membership Chairperson:

- A. Serve as a Board of Directors member (BOD)
- B. Responsible for member signups and member verification with National HOG.
- C. Responsible for collecting and prompt delivery of membership dues to Treasurer.
- D. Responsible for delivery of membership information and reports to the Secretary.
- E. Responsible for "New Member Orientation Program" (TBD)
- F. Works closely with LOH Officer and Head Road Captain on new member orientation functions.
- G. Responsible for developing and managing a member retention program.

Safety Officer:

- A. Serve as a Board of Directors member (BOD)
- B. Responsible for promoting safety within the Chapter
- C. Works closely with Assistant Director and Head Road Captain.
- D. Usually a member of the Road Captain Evaluation team.
- E. Responsible for organizing sanctioned motorcycle safety training courses.
- F. Responsible for presenting safety briefings/reports at membership meetings and safety articles for the newsletter.

Social Media Officer:

- A. Serve as a Board of Directors member (BOD)
- B. Responsible for developing the Chapter's Social Media strategy.
- C. Responsible for promoting, managing and our designated Social Media sites.

Chapter Manager: (Formally known as the Dealer/Chapter Liaison)

(Appointed by the Sponsoring Dealer)

- A. Serve as a Board of Directors member (BOD)
- B. Acts as the dealer spokesperson and liaison between the Chapter and Sponsoring Dealer.

Webmaster:

- A. Responsible for building and maintaining the Chapter web site.
- B. Works closely with Membership Chairperson for email maintenance.
- C. Distributes monthly Chapter Ride Guide to Sponsoring Dealer Webmaster.
- D. Works closely with Newsletter Editor for contributions and content.

Chapter Officers: Chapter Officer Positions and Job descriptions are dynamic and change as the needs of the Chapter change. Each Board of Directors, with the Sponsoring Dealer's approval, and within National HOG guidelines, may add change or delete positions and/or job responsibilities.

Newsletter Editor:

- A. Responsible for creating and posting the Chapter's newsletters.
- B. Works closely with the BOD and Webmaster for article contribution and content.
- C. Presents draft copy to the Director and Sponsoring Dealer prior to distribution.

Historian/Photographer:

- A. Responsible for creating and maintaining a written history of the Chapter.
- B. Produces an annual written update to the Chapter History in December.
- C. Responsible for taking, collecting, and posting Photographs of members at Chapter rides and events.
- D. Works closely with Webmaster and Membership Chairperson.

Sergeant-at-Arms:

- A. Responsible for Call-to-order and opening ceremony of monthly Chapter Gathering
- B. Responsible for maintaining order at monthly Chapter Gathering
- C. Facilitates annual Primary Officer Elections
- D. Supporting the Chapter officers and events when requested

Hotline Officer:

- A. Performs weekly HOT LINE Ride & Event message updates utilizing the Ride Guide provided by the Head Road Captain.

Selection Process:

The Director, Head Captain, and Chapter Manager are appointed by the Sponsoring dealer. The Assistant Director, Secretary, and Treasurer are elected by the membership. The above select the remaining BOD Officers. The then sitting BOD selects the remaining Chapter Officers.

If you have any questions regarding any of the Officer Positions, feel free to contact Chip at the dealership. All Officer Job descriptions above are meant to be a guideline and are subject to change depending on the needs of the Chapter and the skill sets of the incoming Officers.