



Director:

Partners with the sponsoring dealer to uphold the “National Charter for H.O.G. Chapters” and H.O.G. operating policies. Assumes overall responsibility for the administration of the H.O.G. Chapter. Manages annual H.O.G. Chapter charter application and officer registration with National H.O.G. offices. Conducts Chapter meetings. Coordinates Chapter officer responsibilities and ensures officers are fulfilling their duties. Supports and drives principle charter of the Chapter – “To Ride and Have Fun.” Drives communication to membership.

Nominations:

Assistant Director:

Assists the Director in carrying out the Director’s duties. Promotes the H.O.G. Chapter. Acts as the liaison between the Chapter and the State Rally committee. Support Head Road Captain, Activities Officer, and Safety Officer in addressing safety issues among members. Acts as a formal point of communication for all Chapter and Dealership functions. Assist in synchronizing Chapter and Dealership planning activities and calendars. Assists with communication to membership.

Nominations:

Treasurer:

Responsible for the collection and disbursement of Chapter funds, reporting the financial transactions to the membership on a monthly basis, ensures compliance with all revenue recording and reporting requirements. Collects and deposits annual membership dues. Maintains Chapter status of incorporation in good standing. Communicates status and alerts officers to possible concerns in finances.

Nominations:

Secretary:

Keeps minutes of all Chapter meetings and submits notes to Newsletter Editor for monthly publication. Keeps minutes of all Officer/Business meetings. Takes attendance at monthly meetings and keeps a historical record of attendance. Presents perfect attendance awards at annual Christmas party.

Nominations:

Activities Officer:

Develops a Chapter ride schedule with at least one ride per month from April through October. Publicizes ride schedule. Leads the rides or ensures that the Ride Lead is responsible for safely leading a ride as well as identifying someone to fulfill the “sweep” duties during each planned ride. Works closely with the Head Road Captain and the Safety Officer. Ensures that all insurance concerns and requirements are met for Chapter rides. Ensures injury reports are completed and faxed to Harley-Davidson Insurance when accidents occur. Oversees the collection of appropriate release forms for Chapter rides.

Nominations:

Newsletter Editor:

Authors, edits, and facilitates distribution of the monthly Chapter newsletter. Actively solicits articles and input from the Chapter membership, National membership, and the community at large.

Nominations:

Head Road Captain:

Assists in planning, leading, or managing the routes for Chapter rides. Educates Chapter members about group riding techniques. Inform Chapter members of hand signals used by the Chapter on group rides. Works with Activity Officer to ensure Ride Leads understand and execute their roles and responsibilities. Ensures the Ride Lead has identified the “sweep” person or persons for each planned ride and understands his or her responsibilities. Promotes safety in all Chapter events and rides. Works closely with the Safety Officer and the Activities Officer. Assists in obtaining signed release forms for Chapter rides. Oversees emergency situations during Chapter rides as needed.

Nominations:

Safety Officer:

Works closely with the Activities Officer and Head Road Captain to maintain a ‘Safety First’ approach. Assists in educating Chapter members about safe riding measures and group riding techniques. Assists in obtaining signed release forms for Chapter rides. Oversees emergencies during Chapter rides. Ensures Ride Lead covers safety measures in ‘Ride Meetings.’

Nominations:

Chapter Historian:

Prepares and maintains a written account of Chapter history, to include officer positions, Chapter activities, and membership levels. Works with Chapter Photographer to collect photos that would be part of Chapter history. Manages the Chapter Archive and ensures it is safely transitioned and maintained from year to year.

Nominations:

Chapter Photographer:

Takes photos and organizes Chapter photos for Chapter publications and a Chapter history album. Takes pictures of new members at monthly meeting for publication in the newsletter. Works with Chapter Historian to ensure selected photographs are captured for the Chapter history.

Nominations:

Membership Officer:

Responsible for ensuring all Chapter members are current National H.O.G. members, having on file a signed copy of the annual Chapter membership enrollment & release form of each member as signed on an annual basis and maintains Chapter membership report. Enrolls new members and administers annual Chapter member renewal process. Issues new and renewal membership cards if requested. Develops advertising media to promote membership in Indianapolis Chapter No. 1 and ensures copies are available at the dealership.

Nominations:

Publicity Officer:

Seeks advertising revenue for businesses from members and our community. Collects advertising fees and forwards to Chapter Treasurer. Works with Treasurer to manage taxable revenue. Coordinates advertiser with Newsletter Editor on advertisement creation as needed.

Nominations:

Sergeant-At-Arms:

Assists in maintaining order in Chapter events. Sets up the public speaker system before each Chapter meeting and ensures it is functioning properly. Make certain each person that speaks at a meeting has a microphone so that the members can adequately hear him or her. Lead the Chapter in the Pledge of Allegiance and is responsible for proper presentation and protection of our US flag.

Nominations:

Fundraising Officer:

Oversees and coordinates any fund raising/social activities for the Chapter that involves it members. Coordinates major non-riding events.

Nominations:

Awards Officer:

Responsible for Chapter Awards Programs, the associated budget, and accountability for all awards funds by the other officers. Conducts the annual mileage contest. Coordinates mileage contest awards with dealership to be presented at annual Christmas party. Coordinates other awards to be presented at monthly meetings and as needed.

Nominations:

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Webmaster:

Responsible for managing and maintaining the Chapter Website. Responsible for maintaining the subscription to the web services. Maintains web contents to standards as set forth by National H.O.G., the Dealership, and the Chapter. Maintains and updates the Chapter Events Calendar to reflect changes.

Nominations:

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