# **Fox Valley WI HOG**





Director

**Position Overview**

This is an Officer position that is responsible for all aspects of the chapter.

**Essential Job Functions**

* Uphold Chapter charter
* Conduct Chapter meetings
* Coordinate Chapter officer responsibilities
* Manage monthly chapter and officer agenda
* Monthly newsletter article “From the Director”
* Lead team to accomplish Chapter goals
* Assist or complete the annual IRS reporting timely
* Liaison with chapter sponsor

**Chapter Monthly Meeting**

* Share agenda with officers prior to actual meeting dates.
* Ensure members are aware of meetings and activities

**Other**

* Ensure the chapter annual event for King completes all required tasks (insurance, national, King communication, printing, announcements, promotions)
* Monitor the Chapter e-mail
* Facebook administrator, posting, monitor, review members

**Requirements**

* Be a member of the national and local chapter in good standing.
* Attend monthly chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at chapter / board meetings.
* Several hours outside of meetings.

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Assistant Director

**Position Overview**

This is an Officer position that will assist the Director in running the Chapter. All aspects of promoting and retaining memberships.

**Essential Job Functions**

* Run monthly chapter meetings in the absence of the Director
* Contact lapsed members after notification by Membership officer
* Assist the Director whenever necessary
* Promote memberships, assist with orientation, and retention.

**Chapter Monthly Meeting**

* Assist as needed to ensure a smooth and fun meeting.
* Create and assist fun activities at meetings.

**Requirements**

* Be a member of the national and local chapter in good standing.
* Attend monthly chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at chapter / board meetings.
* One hour outside of meetings.

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Treasurer

**Position Overview**

This is an Officer position that is responsible for all financial aspects of the chapter.

**Essential Job Functions**

* Acts as main bank contact including having check signing ability
* Collects and promptly deposits monies from monthly meetings, membership dues, etc.
* Prepares and distributes the monthly financial reports in a timely manner
* Maintain documentation for all financial transactions as backup

**Chapter Monthly Meeting**

* Sale of tickets for ‘coffee fund’
* Collect monies from events, membership

**Requirements**

* Be a member of the national and local chapter in good standing.
* Attend monthly chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at chapter / board meetings.
* One to Two hours outside of meetings.

Secretary

**Position Overview**

This is an Officer position that is responsible to record the meeting minutes at both the monthly Chapter meetings and all Board meetings.

**Essential Job Functions**

* Assists the Sponsoring Dealer and Chapter Director in upholding the Annual License 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 HOG memberships.
* Submits the following forms and reports to H.O.G. Chapter license by December 31 and 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.
* Submits corporate state annual report to proper state office or Chapter attorney if applicable.

**Chapter Monthly Meeting**

* Taking minutes at meetings.
* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* One to Two hours outside of meetings.

Membership Director

**Position Overview**

This position is responsible for maintaining and verifying the Chapter’s membership. During the monthly meetings maintain the attendance list and drawings.

**Essential Job Functions**

* Ensure all new members are on the membership/mailing list and the member list is current.
* Ensure all members are in current /active standing on the National listing.
* Bring member sign in sheet to each meeting and staff registration table.
* Report to board members at their regular meetings the membership status, membership count, new members and lost or lapsed members.
* Send new members a welcome e-mail (or mail).
* Assist in greeting all members (old and new).
* Send out annual registration and dues communication.
* Send to Editor monthly status of membership and other newsworthy information for monthly Chapter newsletter.

**Chapter Monthly Meeting**

* Set up and staff registration table at monthly meetings.
* Dealership drawing: Draw member name and review if they are present.
* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* Two to three hours outside of meetings.
* During annual renewal, more time is needed.

Safety Officer

**Position Overview**

This position is responsible for maintaining safety of the Chapter.

**Essential Job Functions**

* Provide safe riding practices.
* Ensures members are aware of group riding etiquette.
* Report to board members at their regular meetings monthly.
* Assist in greeting all members
* Send to Editor monthly status of safety ideas and other newsworthy information for monthly Chapter newsletter.
* Provide first aid supplies for members as donated or purchased.
* Schedule classes for safety: Accident Scene Management (ASM) beginner, advanced and renewal.
* Recommend articles for motorcycle safety checks.

**Chapter Monthly Meeting**

* Assist with set up at monthly meetings.
* Share safe riding tips
* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* Two to three hours outside of meetings.

Activities Officer

**Position Overview**

This position is responsible for assisting in planning and administering Chapter events.

**Essential Job Functions**

* Ensure the Chapter calendar is current of events within Chapter and Dealership.
* Send to Editor monthly calendar for monthly Chapter newsletter.
* Assist with updating events on Facebook and Website.

**Chapter Monthly Meeting**

* Assist with set up at monthly meetings.
* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* One to two hours outside of meetings.

Ladies of Harley

Note: This position hasn’t been filled for some time and this description is generic.

**Position Overview**

Encourages women members to take an active part in the Chapter.

**Essential Job Functions**

* Coordinates LOH Chapter activities
* Answers questions about the LOH program.
* Note: To define this role within Chapter

**Chapter Monthly Meeting**

* Assist with set up at monthly meetings.
* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* Unknown outside of meetings.

Webmaster

**Position Overview**

This position is responsible for maintaining the website.

**Essential Job Functions**

* Update website for all new officers annual
* Update current chapter members e-mails
* Assist chapter members with website questions
* Posting of monthly newsletter
* Assist with social media

**Chapter Monthly Meeting**

* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local chapter in good standing.
* Attend monthly chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at chapter / board meetings.
* One to two hours outside of meetings.

Lead Road Captain

**Position Overview**

Oversee the planning of routes for Chapter rides.

**Essential Job Functions**

* Assists in planning routes for Chapter rides.
* Assists in educating members about group riding techniques.
* Acts as a guide for organized rides.
* Ensures Chapter rides have Road Captains present.

**Chapter Monthly Meeting**

* Assist with set up at monthly meetings.
* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* Unknown outside of meetings.

Editor

**Position Overview**

The editor is responsible for the compiling the monthly newsletter and proofing material to be posted on the Chapter’s Facebook, Website, and e-mails to Chapter members.

**Essential Job Functions**

* Ensure the monthly Chapter newsletter is released timely.
* Gather all newsletter details to create the newsletter.
* Officer information is updated

**Chapter Monthly Meeting**

* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* One to two hours outside of meetings.

Photographer

**Position Overview**

Obtaining and organizing Chapter images for use in communications and history.

**Essential Job Functions**

* Takes Chapter photos for Chapter newsletter.
* Solicit photos from Chapter members.
* Work with Historian as needed.
* Submits photos for monthly newsletter.

**Chapter Monthly Meeting**

* Assist with set up.
* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* Unknown hours outside of meetings.

Historian

Note: This position hasn’t been filled for some time and this description is generic.

**Position Overview**

Assemble and organize historic material of the chapter.

**Essential Job Functions**

* Organizes written accounts of Chapter officers
* Organizes photos of Chapter activities.
* Work with photographer and all Chapter members for collection and permanent history
* Display

**Chapter Monthly Meeting**

* Assist with set up.
* Assist as needed to ensure a smooth and fun meeting.

**Requirements**

* Be a member of the national and local Chapter in good standing.
* Attend monthly Chapter meetings.
* Attend monthly board meetings.

**Time Commitment**

* Attendance at Chapter / board meetings.
* Unknown hours outside of meetings.