

The duties and responsibilities of the chapter officers shall be as follows:

A. **Director:** shall uphold this Charter, conduct chapter meetings and coordinate chapter officer responsibilities.

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

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

D. **Secretary:** shall be responsible for administering and maintaining meeting minutes. These permanent records shall be kept at the sponsoring Dealership.

Non - Required Officers

A. **Activities Officer:** assisting in planning and administering chapter events.

B. **Ladies of Harley Officer:** encouraging women members to take an active part in chapter activities.

C. **Head Road Captain:** assisting in the planning of routes for chapter rides.

D. **Editor:** assembling, organizing and delivering the HOG newsletter.

E. **Safety Officer:** providing chapter members with information relating to the availability of rider training and safety information.

F. **Photographer:** obtaining and organizing chapter images for use in chapter communications and chapter history.

G. **Membership Officer:** assisting the chapter with all membership duties.

H. **Webmaster:** assembling and organizing material for the chapter web site, social media sites (if applicable), and obtaining approval from the sponsoring Dealer/H.O.G.® Manager before publication. chapter web site and social media sites must comply with the H.O.G.® Chapter Internet Guidelines.