



Biggs Chapter North San Diego County H.O.G.

Chapter Officers

Contents

Primary Officer Positions	2
Director	2
Assistant Director	3
Treasurer	4
Secretary	5
Discretionary Officer Positions	7
Activities Officer	7
Activities Officer - Local	9
Activities Officer - Long Distance	10
Activities Officer - Other Chapters	11
Calendar Coordinator	12
Editor	13
Historian	15
Ladies of Harley Officer (LOH)	16
Membership	17
Photographer	19
Public Relations	19
Road Captain	20
Safety Officer	21
Volunteer Coordinator	22
Webmaster	23

Election Time Frame

August

- ◆ Nominations are made at the General Membership Meeting
- ◆ Bio's are submitted by August 20 to the Editor

September

- ◆ Nominated Primary Officer's Bio's published in the Newsletter

October

- ◆ Election of Primary Officers
- ◆ Selection of Discretionary Officers is decided by new Primary Officers

November

- ◆ Announcement of new Discretionary Officers is made at the General Membership Meeting
- ◆ New Officers start working with outgoing Officers

December

- ◆ Installation of new Primary and Discretionary Officers at Holiday Party
- ◆ New Officers meet and start planning for the new year.

January

- ◆ New Officers are in place

Primary Officer Positions

Director

Responsibilities - Handbook:

1. Works with the sponsoring dealer to uphold the "Annual Charter for H.O.G. Chapters" and H.O.G. operating policies.
2. Assumes overall responsibility for the administration of the H.O.G. Chapter and implementation of Harley Owners Group policies.
3. Signs annual H.O.G. Chapter Charter Application and ensures it is received in H.O.G. office by January 31.
4. If Chapter is incorporated, ensures Chapter complies with all corporate state annual filing requirements.
5. Promotes H.O.G. and the H.O.G. Chapter to potential members.
6. Conducts Chapter meetings.
7. Coordinates Chapter officer responsibilities.
8. Ensures that risk management requirements set forth by the Chapter Insurance program, including procurement of necessary release forms, are met for all Chapter activities.
9. Verifies that Chapter T-shirt guidelines are followed.
10. Ensures that all trademark requirements are met.
11. Ensures that Chapter merchandise orders are supplied to the sponsoring dealer.
12. Ensures Chapter Officer News® is available to all fellow officers.
13. Routes H.O.G. correspondence to fellow officers and to membership, as requested.

Responsibilities - Chapter:

1. Submits a monthly article to the Chapter newsletter.

See Also:

The Charter - Entire charter, especially Articles I, V, X and XI
The Handbook - Tabs B, F and G

Important Deadlines

January 31 - H.O.G. Chapter Charter Application due in H.O.G. office

Corporation Annual Report - Seek your corporate attorney's advice; deadline varies from state to state.

Assistant Director

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters".
2. Assists the director as requested.
3. Promotes H.O.G. and the H.O.G. Chapter to potential members.
4. Informs Chapter members of H.O.G. programs and benefits. The following officers assist in this function:
 - ◆ LOH® Officer - Ladies of Harley program and LOH Motorcycling Memories contest
 - ◆ Safety Officer - Motorcycle safety programs and Safe Rider Skills program
 - ◆ Photographer - Staff Photographer pin
5. Conducts new member orientation [moved to Membership Officer].
6. Acts as the liaison between the Chapter and the State Rally Committee.

Responsibilities - Chapter:

1. Submits a monthly article to the Chapter newsletter.
2. Prepares the agenda for the Chapter's monthly general meeting.

See Also:

The Charter - Entire charter, especially Articles I, V, VI, VIII and XVI
The Handbook - Tabs B, D, F, H and J

Treasurer

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters".
2. Collects Chapter dues (\$20 per year).
3. Manages all Chapter funds.
4. Oversees the preparation of Chapter federal, state and local tax returns.
5. Reports financial summary to members monthly.
6. Submits the annual financial statement to H.O.G. (by January 31).
7. Ensures that any charitable contributions are managed according to H.O.G. guidelines.
8. Maintains a running comparison of current year Chapter finances with prior year Chapter finances for presentation at the Annual Meeting.

Responsibilities - Chapter:

1. Processes collected monies accurately and ensures they are deposited into the Chapter accounts as quickly as possible.
2. Properly records all Chapter financial transactions within the Chapter accounting system (currently this is Quick Books Pro).
3. Ensures that back-up copies of the accounting software database are regularly made and saved to an off-line storage media
4. Ensures that all bills and payments due are regularly and properly paid in an expeditious manner.
5. Posts a monthly Treasurer Report to the Chapter Website.
6. Provides Chapter members with a high-level year-end summary of the Chapter income, expenses, and balance.
7. Submits articles, as desired, to the Chapter newsletter

See Also:

The Charter - Entire charter, especially Articles V, VII, XIII and XVI
The Handbook - Tabs B, F and G

Important Deadlines

January 31 - Annual Financial Statement due in H.O.G. office
March 15 - Corporate Tax Filing Deadline

Secretary

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters".
2. 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.
3. Oversees membership officer position to:
 - ◆ Ensure that Chapter members have current national H.O.G. memberships.
 - ◆ Enroll new Chapter members.
 - ◆ Administer annual Chapter member renewal process.
 - ◆ Ensure that the most current officer and Chapter address information is on file with H.O.G.
 - ◆ Maintain annual Chapter Membership Enrollment Form and Release on file for each member.
4. Submits the following forms/reports to H.O.G.:
 - ◆ H.O.G. Chapter Charter Application (once a year, by January 31)
 - ◆ Other reports and forms as requested.
5. Obtains, files and maintains records of all insurance forms, including release and injury report forms.
6. Administers the annual Chapter business meeting with Dealer Liaison.
7. If Chapter is incorporated, submits corporate state annual report to proper state office (or Chapter attorney).
8. Ensures injury reports are completed and faxed to Harley-Davidson [moved from Activities and Road Captain].
9. Ensures that all insurance concerns and requirements are met for Chapter events [moved from Activities]
10. Ensures injury reports are completed and faxed to Harley-Davidson [moved from Activities]

Responsibilities - Chapter:

1. Set up for monthly meetings:
 - ◆ Prepares Officers Meeting and, if directed, General Meeting agendas for the Director.
 - ◆ Prepares check-in sheets for General Meeting.
 - ◆ Makes sure Membership officer has membership applications for General Meeting.
2. Submits articles, as desired, to the Chapter newsletter.
3. Checks the Chapter's P.O. Box twice a week and distributes mail to various officers and chairpersons as needed
4. Prepares list of Chapter Officer phone numbers and addresses and distributes to all officers when changes are made

See Also:

The Charter - Entire charter, especially Articles V, VI and XVI

The Handbook - Tabs B, D, F, G and H

Important Deadlines – Handbook:

January 31 - H.O.G. Chapter Charter Application due in H.O.G. office

December 1 - Due date for first quarter Chapter membership report changes (Maintain on-line at www.hog.com)

March 1 - Due date for second quarter Chapter membership report changes (Maintain on-line at www.hog.com)

June 1 - Due date for third quarter Chapter membership report changes (Maintain on-line at www.hog.com)

September 1 - Due date for fourth quarter Chapter membership report changes (Maintain on-line at www.hog.com)

Corporation Annual Report- Seek your corporate attorney's advice; deadline varies from state to state

Important Deadlines - Chapter:

Insurance Forms - If your Chapter requires event insurance in addition to the H.O.G. Chapter General Liability and Insurance policy, appropriate forms must be received in the Harley-Davidson Insurance office **at least six weeks** prior to the Chapter event date. [moved from Activities]

Discretionary Officer Positions

Activities Officer

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Oversees the administration of Chapter events
3. Recruits and instructs volunteers for Chapter activities
 - ◆ Suggestion: Survey Chapter members on the types of activities that interest them, and ask if they are willing to volunteer. If and when those activities are held, notify the members who showed a special interest.
4. Ensures that all insurance concerns and requirements are met for Chapter events
[moved to Secretary]
5. Ensures injury reports are completed and faxed to Harley-Davidson
[moved to Secretary]
6. Oversees the collection of appropriate release forms for Chapter events
[moved to Road Captain]
7. Assists the Director and Secretary with the implementation of the Risk Management program, including procurement of insurance and release forms
[moved to Road Captain]

Responsibilities - Chapter:

1. Gets authorization for all flyers, FYI events, Contract Agreements for events, event destination approval and extra curriculum event approval (e.g., Biker Bowling, Movie Night, use of Dealer facilities) from Director and Dealer Liaison prior to committing to an event and having published in any type of medium.
2. Holds monthly Activities meetings to create ideas and develop a tentative calendar of local and long distance events to be submitted to the Director and Dealer Liaison prior to publication in any type of medium. This meeting should consist of the Activities Officer, Activities Local, Activities Long Distance, Director, and Assistant Director or any combination thereof. Ensure one person on the Activities Team is assigned responsibility for each event. Responsibilities should include the route, coordination with a facility and a point of contact (POC) for the destination or coordinated event if required.
 - ◆ If the activity includes a restaurant, or establishment that needs coordination, i.e. bowling, movies, dining, admission, special parking or access, ensure these locations have been coordinated with by the Activity member responsible for that ride.
 - ◆ At a minimum the activity should have a departure point and time of departure listed for publication.
 - ◆ Once the activity is approved, then the activity will be submitted to the Calendar Coordinator for publication to the appropriate medium. The point of departure, departure time and total one-way miles will be submitted.

Biggs Chapter North San Diego County H.O.G.

3. The Activities Officer provides a list of needed routes to the Road Captain for dissemination to the Road Guards for the Road Guards to generate and submit a route to the Road Captain for approval. The routes should be submitted no later than one week prior to the event.
4. Ensures a pass-down, written document is generated to list all of the standing Biggs HOG Chapter Events are listed for the year.
 - ◆ For example, January 1st is an annual New Year's Day Ride; Rip's BAD Ride is in June and ALWAYS starts at Oceanside, uses support from the Road Guards, and a route generated by the Activities Group.
 - ◆ Additionally, the pass-down should provide POC's and phone numbers of people coordinated with for events, flyers from previous events and routes from previous events.
5. Supports the Safety Alliance rides to include rescheduling rides already scheduled if they interfere with the Safety Alliance premiere events.
6. Once approved as the incoming Activities Officer along with the outgoing Activities Officer meet and generate a 12-month Calendar listing the standing Chapter rides and last years Safety Alliance rides to provide a rough calendar for the whole year for mandatory rides.

See Also:

The Charter - Entire charter, especially Articles I, V, VIII and XVI

The Handbook - Tabs B, E, F, H and I

Important Deadlines - Handbook:

Insurance Forms - If your Chapter requires event insurance in addition to the H.O.G. Chapter General Liability and Insurance policy, appropriate forms must be received in the Harley-Davidson Insurance office **at least six weeks** prior to the Chapter event date. [moved to Secretary]

Activities Officer - Local

Responsibilities - Handbook:

None.

Responsibilities - Chapter:

1. Researches local activities for events that would meet the Chapter's needs. Conduct preliminary coordination for parking, reduced admission, hours of operation, local eating establishments, as required.
2. Presents recommendation for destination at monthly Activities meeting with the above details and estimated one-way miles. If accepted by the Activities Team, provide and departure point and time of departure and total one-way miles for submittal to the Director and Dealer Liaison.
 - ◆ **Note:** Once approved the Activities Officer will submit the activity to the Calendar Coordinator to include departure point, departure time and total one-way miles.
3. Once approved, generates a route and continues to coordinate with the activity destination for parking, reduced admission, hours of operation, local eating establishments, as required.
4. No later than one week prior to the event, submits the route with total miles to the Road Captain, Safety Officer, and CC the Activities Officer, for approval.
5. Keeps any data for events to include routes, POCs, flyers, etc. to document for pass-down to follow on Activities Teams.

Activities Officer - Long Distance

Purpose:

To provide the Chapter with Long Distance Rides at least quarterly throughout the year. All correspondence should have the Activities Officer on distribution.

Responsibilities - Handbook:

None.

Responsibilities - Chapter:

1. Sets up four (4) rides a year
2. Oversees the collection of appropriate release forms for Chapter events and turns them in to the Secretary
3. Works with Activities - Local to coordinate data on long distance rides
4. Works with the Calendar Coordinator to reserve and confirm the dates for rides and other events
5. Gets authorization for all flyers for events from Director and Dealer Liaison prior to printing

Guidelines:

1. Destination:
The destination and approximate dates/month for the ride shall be submitted to the Activities Officer and then to the Director, Assistant Director, and Dealer Liaison for approval. Once approved then, the destination can be submitted to the Calendar Coordinator for incorporation into the calendar and to be posted on the website.
2. Attendee List:
The attendee list shall be submitted to the Road Captain and Safety Officer 2-3 weeks prior to the event, with updates as needed. This will aid in the Officers knowing if the ride can be covered by enough Road Guards and for the Road Captain to confer with and assign Road Guard positions.
3. Route to the Destination:
The route shall be submitted to the Road Captain, Safety Officer prior to the event. The route should include gas stops approximately every 100 miles and dining stops if possible.
4. Alternate Routes while at the Destination (Optional)
Other preplanned routes shall be submitted to the Road Captain or Safety Officer for review prior to being released. The intent of these routes is to provide the attendees with routes to ride on their own while at the destination. These routes will have as a minimum gas stations identified at approximately every 100 miles. Restaurants can be added too if available.
5. Assignment of Road Guards:
The Long Distance Activities Officer will coordinate with the Road Guards who will be on the trip to make Road Guard assignments for the route to the destination. The Long Distance Activities Officer coordinates with the Road Captain as needed.

6. Entertainment:

At least one night of a group dinner/show/entertainment shall be available for signup.

◆ Optional: Two nights if the destination is large enough to support.

7. Return Leg:

A general departure time and route home shall be done to provide general guidance for a return trip. This is general in nature and provides something to deviate from and if needed in the case of an unexpected early departure of an individual.

8. Communication with the Riders Attending:

The Director and the Dealer Liaison authorize email blasts. This is a Chapter wide practice for all officers.

Activities Officer - Other Chapters

This position has not been used in several years.

Responsibilities - Handbook:

None.

Responsibilities - Chapter:

1. Checks with other Chapters through websites and other publications for the dates of rides and other events throughout the year
2. Coordinates those events with Activities - Local or FYI or Feather Pin rides
3. Works with the Calendar Coordinator to reserve and confirm the dates for rides and other events
4. Oversees the collection of appropriate release forms for Chapter events and turns them in to the Secretary
5. If preparing a flyer, gets authorization for all flyers for events from Director and Dealer Liaison prior to printing

Calendar Coordinator

Responsibilities - Handbook:

1. Submits Chapter events on-line at members.hog.com for listing on the Chapter Events list, as appropriate [moved from Editor].

Responsibilities - Chapter:

1. Serves as the focal point for placing events on the Chapter calendar.
2. Ensures completeness of information for each event on the calendar (e.g., FYI or Chapter or Dealer, Feather Pin, start and end locations).
3. Works closely with:
 - ◆ Activities
 - ◆ Editor
 - ◆ LOH Officer
 - ◆ Road Captain
 - ◆ Safety Officer
 - ◆ Webmaster
 - ◆ Director
 - ◆ Dealer Liaison
4. Submits updated calendar of events to all officers (primary and secondary) and Dealer Liaison on a weekly basis.
5. Submits a proposed email blast with activities for the upcoming week to the Director and Dealer Liaison for approval. Sends the corrected text to the Webmaster after approval.
6. Submits current two-month calendar of events to Editor on a monthly basis for the Chapter Newsletter.

Editor

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Authors, edits and facilitates the distribution of Chapter publications, including the Chapter newsletter
3. Presents any Chapter publications (written, electronic, oral etc.) to the sponsoring dealer for approval prior to their use
4. Organizes and assembles written material for the Chapter
5. Submits Chapter events on-line at members.hog.com for listing on the Chapter Events list [moved to Calendar Coordinator]
6. Submits Chapter suggestions to the *Chapter Officer News*
7. Informs Chapter members of Chapter activities by printing them in the Chapter newsletter
8. Works with Chapter Webmaster to ensure the same information is being communicated to all Chapter members
9. Promotes H.O.G.'s fun. Family-oriented philosophy in all Chapter publications
10. Sends a copy of all publications to the H.O.G. office [currently Membership sends addresses to printer and H.O.G. office is included]

Responsibilities - Chapter:

1. Administers the "Article of the Year" contest

The Editor may

Select information from the *Chapter Officer News*, *Hog Tales*, and *Enthusiast* and reprint it in the Chapter newsletter.

Time Commitment

It takes from 8 to 20 hours spread over about a week and a half.

Task Description

1. The Chapter supplies Publisher and Adobe. There is a computer at the dealership that you can use. The Chapter will pay for some of your printer ink and paper costs if you ask and get prior approval.
2. There is a Word template that you can use to load the articles into (as they arrive) and make a pass at any editorial changes. This gets everything into a consistent font and style. You will get input in Excel, Word, and plain text email.
3. There is a Publisher template that can be used to load the Word files into the newsletter. The newsletter format was changed in 2004 and 2006. The Editor is free to make changes. From time to time something a little different is needed to spice things up.
4. Send out an email reminder about a week in advance of the newsletter deadline to all the primary officers, discretionary officers, and dealer liaison. There may be others, such as the Heart Ride chair, who should receive a reminder. This helps ensure that you get your input in a timely manner.

Biggs Chapter North San Diego County H.O.G.

5. If you think an article needs a change in content, contact the author and get permission.
6. If you think an article is inappropriate (e.g., not family-oriented), check with the Director and Dealer Liaison to see what they think. Then you can either nicely decline the article, ask the author if you can change it, or run it - depending on what the Director and Dealer Liaison think.
7. Once you have the input loaded into Word, you can send it to a Proofreader to do the major editing. Then you can proceed with loading the articles from Word into Publisher while the Proofreader does their thing. Sometimes the Editor will finish first and can email a PDF of the newsletter to the Director and Dealer Liaison before adding Proofreader comments.
8. Email a PDF of your proposed newsletter to the Director and Dealer Liaison for approval.
9. You should print a copy, wait a day, then read the hard copy like it was the first time you have seen it to find those hidden flaws. Mark up any changes.
10. The Director and Dealer Liaison will email you any corrections and their approval. Add their changes, Proofreader changes, and any other changes.
11. You should take one last look at the calendar and then make two PDFs of the newsletter.
 - ◆ One for the web (8 1/2 x 11 format)
 - ◆ One for the printer (11x17 format)
12. Email the web version to the Webmaster with CC to the Director and Dealer Liaison.
13. Email the printer version to the printer (currently Minuteman).
14. The goal is to have the newsletter on the web by the 1st of the month. It would be nice to have the printed version arrive as closely as possible to the 1st of the month.
 - ◆ Hint: Sign yourself up to get a printed version so that you know when it arrives.

See Also:

The Charter - Entire charter, especially Articles I, V, IX, X and XVI

The Handbook - Tabs B, F and H

Important Deadlines – Chapter:

The following deadlines are just guidelines since the 20th of the month falls on different days of the week during the month and months are different lengths. The ideal month is when the 20th falls on a Friday (or deadline is adjusted).

- ◆ 13th of the Month - email deadline reminder
- ◆ 20th of the Month - deadline for input
- ◆ First Wednesday after the 20th - copy to the Director and Dealer Liaison
- ◆ Following Friday - approval from the Director and Dealer Liaison
- ◆ Following Monday - email final newsletter to printer and webmaster
- ◆ 1st of the Month - newsletter is posted on the web

Historian

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Organizes written accounts of Chapter activities, records names of Chapter officers, notes membership levels, etc.
3. Organizes photos of Chapter activities, officers, members, etc.

Responsibilities - Chapter:

1. Participates in the monthly Chapter General Meeting, as desired.
2. Logs all Chapter rides and records related information.

The Historian may want to:

1. Work with the Chapter Photographer or other members to assemble a collection of photos and materials that document the life of the Chapter
2. Create a permanent history of the Chapter that can be stored in a "Chapter library" at the dealership
3. Assemble historic material that may be utilized in articles for both the Chapter publications and *Hog Tales*
4. Submit a monthly article to the Chapter newsletter

Suggestions:

1. Occasionally, do a one, two or five-year "on this date" feature in the Chapter publication
2. Display the Chapter history book at as many Chapter events as possible
3. Seek articles and photos from Chapter members. This adds a variety of perspectives and lightens your workload.
4. Publish history submissions in the newsletter and permanently archive them in the Chapter history book
5. Be creative; it's your history

See Also:

The Charter - Entire charter, especially Articles I, V and X

The Handbook - Tabs B and H

Ladies of Harley Officer (LOH)

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Encourages women members to take an active part in the Chapter
3. Answers questions about the Ladies of Harley Program
4. Informs members of LOH benefits and activities
5. Coordinates LOH Chapter activities

Responsibilities - Chapter:

1. Is instrumental in promoting *LOH Motorcycling Memories* contest
2. Holds an LOH Meeting once a month
3. Holds an LOH Bike Night - monthly social
4. Plans additional Chapter activities with LOH focus, as desired (e.g., picnic, progressive brunch, fashion show, support for local charity)
5. Submits a monthly article to the Chapter newsletter

Remember:

Ladies of Harley is another benefit of membership, not a separate organization within H.O.G. or local Chapters. Ladies of Harley was established to help women become more active members of H.O.G. and their existing local Chapter. You cannot open a separate Ladies of Harley Chapter nor offer activities exclusive to LOH members. You can, of course, organize events that may be more appealing to the LOH members, but all members must be welcome.

Suggestions:

More women than ever before are enjoying the sport of motorcycling. With your help, Ladies of Harley will continue to serve members' needs in the future. Remember, many times, people who are not familiar with motorcycling may not feel comfortable attending meetings. Form a "welcoming committee" for new members to make them feel right at home.

See Also:

The Charter - Entire charter, especially Articles I, V and XVI
The Handbook - Tabs B, D, H and I

Membership

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Ensures that Chapter members have current national H.O.G. memberships
3. Enrolls new members into Chapter
4. Administers annual Chapter member renewal process
5. Works with the Chapter Secretary to ensure the annual Chapter Membership Enrollment Form and Release is on file for each member
6. Maintains membership changes online in the Chapter Officer section of members.hog.com (requires internet accessibility)

Responsibilities - Chapter:

1. Maintains membership on internal Chapter database, making changes and adding new members as needed
2. Sends letters to members notifying them that an incorrect e-mail address is on file.
3. Prints mailing labels from Chapter database for those requesting newsletter mailing and sends to printer.
4. On a monthly basis, distributes a current roster showing names, addresses, phone number, HOG# and emails to
 - ◆ Primary Officers
 - ◆ LOH Officer
 - ◆ Long Distance Activities Officer
 - ◆ Volunteer Coordinator
 - ◆ Dealer Liaison
5. On a weekly basis, after entering all new and renewing members on National H.O.G. Website and internal Chapter database
 - ◆ Forwards a new list of email addresses to Webmaster for Email blasts
 - ◆ Forwards a complete list of phone numbers and names to outside company for Power Calls to members
 - ◆ Sends all membership information to Secretary
 - ◆ Send new list to Biggs Corporate for computer entry for 10% discount
6. Mails out New Member Packets to new members who join through the mail.
7. Sends out Renewal letters to members if their National H.O.G. Membership has expired.
8. Sends a list of members whose National H.O.G membership expired to Road Captain.
9. Ensures Quarterly Membership Change Report is completed online.
10. Submits a monthly article, new member list for the month, and other membership related information to the Chapter newsletter
11. Serves as an Official Greeter to all members at the General Meeting. Instructs additional Greeters on procedures when meeting members.
12. Is in charge of New and Renewed monthly membership sign up table.
13. Speaks at the New Bike Buyers meeting put on by the Dealership.

14. Conducts new member orientation after the General Meeting
[moved from Assistant Director].

Time Commitment

Approximately 20 hours a month

See Also:

The Charter - Entire charter, especially Articles V, VI, XVI

The Handbook - Tabs B, D and F

Important Deadlines

Dec. 1 - Due date for first quarter Chapter membership report changes

Mar. 1 - Due date for second quarter Chapter membership report changes

June 1 - Due date for third quarter Chapter membership report changes

Sept. 1 - Due date for fourth quarter Chapter membership report changes

NOTE: When maintaining your membership report in the Chapter Officer section of members.hog.com, you do not need to send change reports to the H.O.G. office.

Photographer

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Takes and organizes Chapter photos for Chapter publications, and *Hog Tales*, and a Chapter history album
3. Submits Chapter photo to *HOG Tales* when requested

Responsibilities - Chapter:

1. Provides photos to Historian for Chapter history album
2. Provides photos to Editor for Chapter newsletter
3. Adds photos to the Chapter Photo Gallery

See Also:

The Charter - Entire charter, especially Articles I and V
The Handbook - Tabs B, D and H

Public Relations

Responsibilities - Handbook:

None.

Responsibilities - Chapter:

1. Assists media representatives to put forward a positive image of motorcycling
2. Issues Press Releases to appropriate media and other Chapters prior to specified Chapter rides and other events
3. Ensures an article is submitted to local newspapers following specified Chapter rides and other events
4. Coordinates attendance at Chapter rides and other events by members of the media (print, radio, TV)
5. Works with Volunteer Coordinator to ensure Chapter members are available to support the media representatives as needed

Road Captain

The Road Captain is selected by the current Road Guards and approved by the Director and Dealer Liaison.

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Assists in planning routes for Chapter rides
3. Assists in keeping the Chapter informed of all H.O.G. programs
4. Educates Chapter members about group riding techniques
5. Informs Chapter members of any hand signals used by the Chapter on group rides
6. Assists in obtaining signed release forms for Chapter rides
7. Ensures injury reports are completed and faxed to Harley-Davidson
[moved to Secretary]
8. Acts as a guide for organized Chapter rides
9. Oversees the collection of appropriate release forms for Chapter events
[moved from Activities]
10. Assists the Director and Secretary with the implementation of the Risk Management program, including procurement of insurance and release forms
[moved from Activities]

Responsibilities - Chapter:

1. The job description of the Road Captain is in the Road Guard Manual. The following Chapter responsibilities are not specified in the Road Guard Manual and may change from year to year.
 - ◆ Write an article each month for the Chapter newsletter.
 - ◆ Present group riding information at the General Meeting each month.
 - ◆ Updates the Chapter's Ride Line number on a weekly basis for upcoming rides. Uses the Ride Line number to update/cancel/change a ride due to weather or other conditions.

See Also:

Road Guard Manual
Road Guard Training Manual
Group Riding Manual

The Charter - Entire charter, especially Articles I, V and XVI

The Handbook - Tabs B, D, E and I

Safety Officer

The Safety Officer is selected by the current Road Guards and approved by the Director and Dealer Liaison.

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Provides Motorcycle Safety Foundation information to members
3. Educates members about the Safe Rider Skills program
4. Assists the Road Captain in planning routes for Chapter rides
5. Assists the Road Captain in educating members about group riding techniques
6. Assists the Road Captain in informing Chapter members of any hand signals used by the Chapter
7. Assists in the collection of signed release form
8. Assists in completion of injury reports when accidents occur

Responsibilities - Chapter:

1. The job description of the Safety Officer is in the Road Guard Manual. The following Chapter responsibilities are not specified in the Road Guard Manual and may change from year to year
 - ◆ Write an article each month for the Chapter newsletter.
 - ◆ Present safety related information at the General Meeting each month.

See Also:

Road Guard Manual
Road Guard Training Manual
Group Riding Manual

The Charter - Entire charter, especially Articles I, V and XVI

The Handbook - Tabs B, D, E and I

Volunteer Coordinator

Responsibilities - Handbook:

None.

Responsibilities - Chapter:

1. Maintains a spreadsheet of Biggs Chapter, North San Diego County members who wish to be contacted to help with Chapter activities or certain dealer activities
2. Promotes volunteerism at meetings
3. Participates in event planning and coordinates with event coordinator or committee heads to fill positions needed to execute position
4. Contacts potential volunteers and schedules time and position to be worked
5. Attends event or finds an appropriate substitute to monitor volunteer activities and make sure all positions are covered
6. Works with event coordinator to recognize all volunteers after the event
7. Writes newsletter articles as needed to recognize volunteers and promote volunteer opportunities

Time Commitment

1. Approximately 6-10 hours a month, plus the five event days
2. NOTE- you can have a substitute.

Webmaster

Responsibilities - Handbook:

1. Assists the sponsoring dealer and Chapter director in upholding the "Annual Charter for H.O.G. Chapters"
2. Authors, edits and updates the Chapter web site
3. Follows Internet guidelines in Tab H of the Chapter Handbook
4. Presents any potential web site information to the sponsoring dealer for approval prior to use. If the sponsoring dealer has a web site, discuss having a Chapter section within the dealer's site.
5. Includes official Chapter name and number on all material published by the Chapter
6. Works with the Chapter editor to ensure the same information is being communicated to all Chapter members and does not rely on the Internet as sole means of Chapter communication
7. Organizes and assembles electronic information for the Chapter
8. Submits Chapter suggestions to the *Chapter Officer News*
9. Informs Chapter members of Chapter activities by including in the Chapter web site
10. Promotes H.O.G.'s fun, family-oriented philosophy in all web site material
11. Acts as caretaker for Chapter by protecting Chapter members' privacy by not revealing personal Chapter member or private Chapter information on the Chapter web site. See Marketing & Media (Tab H).
12. Submits Chapter web site to H.O.G. for listing on members.hog.com and the H-D dealer locator.

Responsibilities - Chapter:

1. Updates email list from data supplied by the Membership Officer and informs Membership Officer of invalid email addresses.
2. Submits email messages to the Chapter Members as supplied by and authorized by the Director and Dealer Liaison.
3. Maintains and monitors the Chapter Bulletin Board.
4. Maintains and monitors the Chapter Photo Gallery.
5. Maintains and monitors the Chapter Officers Mailing List.
6. Responsible for renewing biggshog.com domain name and web hosting services.

The Webmaster may:

Select information from the *Chapter Officer News*, *Hog Tales*, and *Enthusiast* and reprint it on the Chapter web site.

Time Commitment

10 - 20 hours per month. The Webmaster must be readily available to make changes to the Events page and to send email messages to the group. These usually do not take much time, but often are time sensitive.

See Also:

The Charter - Entire charter, especially Articles I, V, IX, X, and XVI

The Handbook - Tabs B, F and H