



WINNIPESAUKEE H.O.G #2529

## **Assistant Director Responsibilities**

- **Reports to Chapter Manager and Director**
- **Assists Chapter Manager, Sponsoring Dealer and Winnepesaukee H.O.G #2529 Director in upholding the "Charter for H.O.G. Chapters."**
- **Assists Chapter Manager and Director as requested**
- **Promotes Sponsoring Dealership, H.O.G. and Winnepesaukee H.O.G #2529.**
- **Informs chapter members of Winnepesaukee H.O.G. and H.O.G program and benefits. Including but not limited to Dealership "More Than Rewards" program. The following officers should assist you in this function:**
  - **Membership Coordinator**
  - **Webmaster, Social Media coordinator**
  - **LOH Officer**
  - **Safety Officer**
- **Conducts new member orientation; Insures Road Captains have Safety Vests, Membership Coordinator should assist in orientation.**
- **Acts as the liaison between the chapter and the Regional Rally Committee. (Delegating a member if necessary).**
- **The following committees report directly to the Assistant Director who summarizes the information and brings that information to the Chapter Manager and Director.**
  - **Safety Officer- Motorcycle Safety Programs and Safe Rider Skills program**
  - **Head Road Captain- Chapter Ride Policies and procedures**
  - **Road Captains- Ride Responsibilities**
  - **LOH Officer- Events, Rides**
- **Meets monthly with Chapter Manager and Director prior to chapter meeting.**
- **Works with Chapter Manager and Director to encourage members to be active in Sponsoring Dealership events and rides. Remind them that MTR Points are earned by being active in meetings and events.**
- **Ensures and delegates that the Chapter displays at the Dealership are maintained monthly, Including but not limited to the Chapter Bench area.**

And any other requests from Chapter Manager and Sponsoring Dealer General Manager

RIDE SAFE RIDE OFTEN AND LEAD BY EXAMPLE.